

**Minutes of a meeting of the Parks Committee**  
**Held on 17 March 2014**

**Present:-** Cllrs. A.J. Markley, G. Wilkinson, A. Emmerson, J. Baxter & C. Graham. Also Wendy Jameson (Town Clerk), Anna Malina, Ken Wannop, Fausto Previtali, John Cook & Owen Martin.

**746** **Apologies:-** Cllrs. S. Graham, I. Baty & W. Jefferson.

**747** **Declaration of Interest**

Cllr. Markley – re: Markley Transport, Carrs Coaches, County Council etc.

Cllr. A. Emmerson – STAG & schools.

Cllr. C. Graham – STAG & SPAND.

**748** **Exclusion of Press & Public**

None

**749** **Minutes**

Minutes of the meeting held on 29 October 2013 were approved and signed by the Chairman as a true record.

**750** **Adjournment of Meeting**

There had been no requests from members of the public to speak at the meeting.

**751** **Park Manager's Report**

Grounds maintenance team have been busy doing general maintenance. Additional load of wood chips are needed for the Woodland play area. Rhododendrons up to the Amusement arcade have not been pruned back due to the size of the machine to be used and the ground being too wet. Pruning back can't be done after March and it was agreed to leave it until the end of the year when the weather permits it. Jennifer at the school is going to ask the kids to do a litter pick again on the Green. Jennifer to let Ken know the date so that Ken can make sure no machinery is being used that day. John Cook asked who is responsible for the toilets and opening them etc as he has received a letter from a lady who was unable to get into the toilets. All the toilets apart from Criffel Street ones are locked by the Allerdale cleaner as soon as he has finished. The Criffel Street toilets are locked by Mark. It was agreed that notices be put up on the toilets to direct people to the Criffel Street ones if they are closed. Locks were changed from Radar keys to allow access to everyone. Clerk to send a reply to the letter received by John. It was questioned whether the brambles could be cleared from in the Pines. Certain areas were left wild on purpose to encourage the wildlife which the Green Flag judge had commented on.

**752** **Silloth Green - Update**

Community Garden – Work will begin mid April and will be ready for Silloth Green Day. Need to know who will be cutting the ribbon on Green Day and it was suggested that Ann Winter be asked. It was agreed that a letter be sent to Ann from the Council on behalf of STAG and the Council.

Border Signs – Things are ongoing and currently waiting for drawings from them to send to Jane at HLF.

Training – The training threw up a lot of things in relation to the risk assessment side of things. Owen has done a lot of risk assessments for Green Day which is good for STAG and FOG. Other groups aren't covered by what Owen and STAG are doing. The safety trainer suggested that a joint meeting take place involving all the groups organising events on the Green. Risk assessments need to be completed for all the events which is the responsibility of the individual committees. Town Council also have some responsibility for risk as well as Allerdale Borough Council. It was agreed that a meeting be arranged with all the groups to discuss the matter further.

**753** **Request for a memorial bench for Robert Crooks and Annie Margaret Crooks**

A request has been received for a memorial bench and suitable locations were identified towards the

entrance to the Docks and up Skinburness Road. The Clerk has contacted the family and they would prefer the seat to be sited at the Dock entrance which was agreed.

**754 Friends of The Green**

Friends of the Green have been busy organising the Silloth Green Day and helping with the community garden.

**755 Recognising volunteer effort**

A discussion took place on ways of recognising the efforts of volunteers on the Green and show that they are appreciated. After so many hours a volunteer could be awarded with a certificate however not all the hours are recorded, particularly hours spent by volunteers on other events, who are not 'new' volunteers. There are a lot of people volunteering for a lot of different things and people could be nominated for different categories i.e. Sports, Charities etc. It was agreed to keep it specifically to the Green, with a view to expanding it at a later date. A person needs to be brought to the attention of the Council for them to be able to recognise individuals. Some criteria needs put in place to decide on whom to give an award to. It was suggested that the Council write to each group after each event on the Green to acknowledge the work they have done and express the Council's appreciation. It was also suggested that each group could come forward with nominations. It was suggested that a letter be put in the Solway Buzz to thank everyone for putting events on but Cllr Markley does that every year already. If organisations come forward with nominations, the Council can consider whether to recognise them. Item to be included on each Town Council agenda.

**756 Community Action Toolkit**

Anna suggested that a 'Community Action Toolkit' be put together for anyone wishing to put an event on the Green which would include various policy documents, advice guides etc. Policy documents are needed and often asked for by funding organisations. Template policy documents can be provided for anyone to use and fill in their own details. A covering sheet is to be included with the Toolkit with the Town Council and STAG logos - working together.

**757 Partnership with STAG**

There needs to be more communication between STAG and the Town Council and need to build up a partnership with the Council and other groups. There is a willingness from the Town Council to work with organisation. Need to get visitors into the town and encourage them to attend the events. There are some individuals who don't want things on the Green. The Council represents the whole population of the town and therefore has to take everyone's opinions into account. The Council don't have the funding to support STAG and events. STAG need a minimum of £5000 to survive each year. STAG are producing the brochure to promote the town but it was questioned whether they could look to sponsorship or advertising to cover the costs. It was suggested that consideration be given for funding to be included in next years budget. It was suggested that a meeting take place a couple of times a year between STAG and the Town Council. There is now a representative from the Town Council on STAG and information can filter between the groups.

Signed..... Date.....