



*Tuesday 18<sup>th</sup> May 2021*

*You are hereby summoned to attend a  
Canon Park Development Committee Meeting on  
Monday 24<sup>th</sup> May 2021 at 7pm  
at the Town Hall, Berkeley*

*Justine Hopkins*  
Justine Hopkins  
Town Clerk

**Agenda**

1.	Apologies and absence
2.	To receive declarations of interest and consider requests for dispensations
3.	To approve the minutes of the last meeting held on Tuesday 6 <sup>th</sup> April 2021 – see attached
4.	To receive an update from Project Manager Michael Carter
5.	To note and discuss the MUGA/AGP Planning Application and note concerns from the Environmental Health Officer (all sent by email)
6.	To discuss the role for a Caretaker at Canon Park and to discuss the Contract and Job Description – see attached draft The Staffing Committee raised the following points: <ul style="list-style-type: none"><li>• Confirmation of agreement of the budget/role must be made by the Planning &amp; Finance Committee. The salary scale will be the same as the current caretaker.</li><li>• This role is essential to comply with the Noise Management Policy.</li><li>• Confirmation is needed, from the Canon Park Committee, on the specification of the gates and floodlights ie. Are they on a timer or need switching on/off? Is the gate on a key code or manual lock?</li><li>• The Fitness Equipment has maintenance obligations as required by the warranty terms (weekly, monthly and annual checks).</li><li>• A staffing meeting will be held on Tuesday 1<sup>st</sup> June, after the new Committees are in place following the elections, to discuss this further.</li></ul>
7.	To discuss landscaping at the East end of the field and funding for trees
8.	To arrange the date of the next meeting