

## Emneth Playing Field Committee (Charity no. 802015)

### Minutes of meeting on 15 August 2013 **Draft subject to approval at the next meeting of the Committee**

**Place:** The Pavilion

**Time:** 19.30

<b>Present:</b>	Alex Lane	Trustee/Chair & Treasurer
	Tanya Bunting	Trustee/Vice Chair
	Jill Ahearn	Trustee/Secretary
	Kanita Oakey-Kierman	Trustee
	Stella Kaye	Hungate Rovers FC

#### **Prior to the start of the meeting**

#### **Update on completed work by Steve Ross**

All repairs have been completed. SR to have a word with the lads who use the football pitches to pick up their litter and deposit in a bin on their way out of the park, instead of just leaving it scattered all over.

#### **1 Apologies**

Peter Oliver & Zoe Field

#### **2 Minutes of meeting held on 27 June & 8 August 2013**

Agreed.

#### **4 Matters arising (from last minutes)**

AL to check with Pam Thorpe (Bowling Club) to see if she still holds a set of keys to the main gates and to also chase up with regards a member of the Bowling Club attending our meeting.

#### **5 Matters outstanding from previous meetings**

##### **Future of the old pavilion**

MC is preparing a discussion document. **-In progress.** *Stella to approach Hungate Rovers FC with regards to cleaning the inside of the old Pavilion. SR can obtain a skip if required.*

##### **Drainage Work – Play area**

SK to liaise with BW regarding timing for work. – **No further progress**

##### **Extension of Hard-standing area**

No costs are ready to present to the Committee as yet but SR has this in hand.

##### **Car Park**

No further progress to report – AL to speak with BW to see if there are any further developments.

#### **6 Risk management**

**TB reported** – The sand in the sand pit needs refreshing. A new risk assessment is required for the newly installed Zip Wire, *AL to contact ROSPA*. Wobbly bridge – child fell through while at an Emneth Nursery School picnic day (child was aged 4 and unsupervised by an adult) committee members agreed that an individual sign is required for this specific piece of equipment, *AL to contact ROSPA to ask for their advise on*

*suitable wording for the sign.* Loose log in small children's play area is to be secured. Steering wheel as been fitted back onto the tractor and Basket swing safety link as also been fitted by SR.

Rather a lot of weeds can be found around the Playing Field, TB suggested a Gardening week end is needed –this to be discussed at the next committee meeting.

## **7 Secretary's report**

No new business to report.

## **8 Treasurer's report**

AL requested that Hungate Rovers FC communication for the booking of pitch hire to be done via email rather then phone calls – Stella to put this to Hungate Rovers FC.

### **8.1 Financial update**

#### **Balances at 8 August 2013**

<b>Account</b>	<b>£</b>
Current account	3,245
Deposit account	1,585

#### **Payments made since last meeting:**

<b>Item</b>	<b>£</b>
Burton Property Mtce (Cleaning to end of May)	45.00
Strattons (Tank empty)	65.00
Fenland Hygiene Ltd (rubbish bags)	47.80
Playsafety Ltd (Annual Inspection Fee)	142.80
Norfolk Playing Fields Association (Sub 13/14)	20.00
B & Q (New Padlock)	18.38
Steve Ross (Mtee- play area)	24.00

Fees O/S at current date £100.

#### **Pitch income**

All pitch hire fees etc. billed up to end of July 2013

Fees received since last meeting £316.00

#### **Other**

EPC quarterly grant received (£750).

### **8.2 General update**

1. The new defibrillator machine that LH of Hungate Rovers FC is organising was agreed by the Committee members present to be situated at the Playing Field. SR put forward that he was interested in being trained to use it.
2. Stella requested on behalf of Hungate Rovers FC that the invoices issued from Emneth Playing Field show a full breakdown.

## **9 Emneth Community Play Area**

### **9.1 Project Manager's report**

MC put forward to JA prior to this meeting, asking her to consider being a Lottery second signatory - JA put herself forward at this meeting and the committee present all agreed for her to become the Lottery Second Signatory – JA to liaise back to MC.

Celebrate your space Grant – TB to liaise with MC on this matter.

### **9.2 Zip-Wire update**

MC issued an email to all committee members prior to the meeting

*Now that the zip wire has been reinstalled I have passed the invoice to the Parish Council for payment.*

*This marks the completion of the play area project. I now have a programme of tasks to undertake, including the final grant claim and final project report. I hope to complete these within the next couple of weeks and I shall report to you when I have done so.*

Fencing will be removed Friday 16 August. Zip wire to be re-opened for use 1st September at the Summer Fun Day event.

## **10 Events update**

TB informed us that everything is all in hand and TB, JA, KOK & ZF are meeting on the 29 August to finalise the last few details. Posters to advertise the Summer Fun Day event have been put up around the village.

## **11 Cleaning**

Parish Council to arrange a cleaner – AL to speak to BW regarding hiring of a new cleaner. In the mean time AL to speak to Gaultree FC and Stella to speak to Hungate Rovers FC with regards to cleaning up rubbish after each football matches.

## **12 Other business**

- Proposed fees were discussed at length. All committee members present agreed to the new fees, these to take affect from 1<sup>st</sup> September 2013. AL to pass new fees info onto Gaultree FC and Stella to pass new fees info onto Hungate Rovers FC.
- AL to respond to Yvonne & Pam's letter.
- Stella asked how often the grass is contracted to be cut – AL to speak with BW and find out the details of the contract the Parish Council have with the grass cutting contractors. And if the flood lights are in working order as Hungate Rovers FC would like to run training sessions at the Playing Field through the winter months – AL to contact SK for update on flood lights situation.
- AL to scan and email Pitch Plan to Stella for her to take to the next meeting of Hungate Rover FC.
- Opening and closing of the Playing Field gates while NL is on holiday, discussed and all dates covered.
- Stella requested on Hungate Rovers FC behalf for a key coded safe to be fitted at the Pavilion – committee members present agreed and SR to install.
- Next Risk assessment to be completed by TB assisted by KOK.

**The meeting closed at 8.55pm (approx).**

**Next meeting:** Thursday 26 September 2013 at **19.00**