

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

### **Minutes of meeting on 27 June 2013**

**Place:** The Pavilion

**Time:** 19.30

**Present:**

Stuart Kierman	Trustee/Treasurer
Tanya Bunting	Trustee/Vice Chair
Jill Ahearn	Trustee/Secretary
Kanita Oakey-Kierman	Trustee
Zoe Fields	Friend

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

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

Nothing to report as SR not present.

#### **1 Chair**

SK appointed Chair for the meeting.

#### **2 Apologies**

Michael Clayton, Chris Burke, Peter Oliver

#### **3 Minutes of meeting held on 23 May 2013**

Agreed.

#### **4 Matters arising**

1. Email to be sent to CB re the forthcoming AGM.
2. SK to check with Pam Thorpe (Bowling Club) to see if she still holds a set of keys to the main gates.

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

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

MC is preparing a discussion document. **-In progress.**

##### **Drainage Work – Play area**

SK – to liaise with BW regarding timing for work.

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

No further details to report as Steve Ross not present at this meeting. TB to check with SR with regards progress on anticipated cost.

##### **Car Park**

Michael Brooks of Brook Services put a quote in **1) Repair/Leveling £9625 + VAT**  
**2) Tarmac £39375 + VAT.** Still awaiting a quote from Chilvers. Simon Pope give us a verbal quote for Tarmac which will be round the £40K mark.

In discussions between SK and Bob Waterfield it was indicated EPC may well contribute to any cost of improvement work but it would be necessary to explore any other possible avenue for grant funding. This project clearly needs further

consideration on funding and what work is agreed to be done and further discussion with EPC will be required.

## 6 Risk management

CB reported via PJA. Basket Swing was loose (Bolts) again; swing bridge had a jagged bit of wood along the edge of the hand rail, where children would place their hands – TB to arrange with SR to sort this.

It has now been agreed by the Committee that the BBQ is to be removed by SR. TB will offer the bricks back to MG.

## 7 Secretary's report

Notification received of the AGM for the Norfolk Playing Fields Association which is on the 18<sup>th</sup> July 2013 at 6pm – SK to renew subscription of £20.

PJA read out a letter from Norfolk RCC inviting the EPF committee to attend their AGM on 16<sup>th</sup> July at 3.30pm.

PJA advised that Emneth Nursery were intending to have a picnic at the playing field on 6 August and it was agreed that we would arrange for the pavilion to be opened up.

A meeting is to be arranged with Bob with regards the way forward for EPFC now SK has given notice of his intention to stand down as a Trustee at this year's AGM.

## 8 Treasurer's report

### 8.1 Financial update

SK issued the Accounts for the year ended 31 March 2013 in the statutory format, these were approved by the committee members present, and these will now be presented at the forthcoming AGM.

For information only SK produced a draft copy of the proposed increase in pitch fees etc. (to be considered at a later date).

### Balances at 27 June 2013

Account	£
Current account	2,542
Deposit account	1,585

### Payments made since last meeting:

Item	£
British Gas (Gas-new pavilion Quarter to 31/05/13)	173.80
Burton Property Mtce (Cleaning to end of May)	45.00
Strattons (two empties)	120.00
Fenland Hygiene Ltd (rubbish bags)	21.40
Eon (Electric-old pavilion)	31.83
Anglian Water (both pavilions)	27.94
T Bunting (Expenses re school visit)	21.56
Emneth Central Hall (Deposit re xmas party)	10.00

No Outstanding bills.

### Pitch income

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

Fees received since last meeting £436.00

### Other

EPC quarterly grant due to be claimed shortly.

## **8.2 General update**

1. Travellers have broken through the gates onto the second field. Their forced entry was reported to the police as criminal damage. SK spoke to Bob, who has contacted the Traveller Liaison Officer at Norfolk County Council to advise us on the standard procedures to get them removed. SK to confer with Bob for an update as the PC is the lead in this process as the land owners.
2. SK received an email from Lorraine Hodgson at Hungate Rovers; they are looking into acquiring a defibrillator machine, which may be assisted by FA funds, and have asked if it might be possible to site it at the playing field. The Committee are agreed to this in principle and SK to go back to LH at Hungate Rovers.

## **9 Emneth Community Play Area**

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

MC emailed Committee members prior to the meeting. Advised of possible further funding for community events which he was prepared to assist on any applications. Agreed for TB to liaise with MC on this matter.

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

The PC have kindly agreed to meet the short fall of £344.03. After discussions with Eibe the earliest they can start will be w/c 29<sup>th</sup> July. This has been confirmed. Eibe have recommended that we allow at least a few days for the turf to re-establish before use of the equipment.

## **10 Events update**

TB informed us that everything is booked and in place at this present time.

## **11 AGM arrangements**

Date set for the AGM will be 1 August 2013 at 7.30pm. PJA to arrange a poster and to distribute around the village (PC notice board, Spar shop, Post Office, Hairdressers & Schools). **NB: This has since been changed to 8 August at 7.30pm.**

AGM agenda and last year minutes to be forwarded to all committee members plus BW (EPC), MC and PO.

Normal meeting to follow after the AGM.

## **12 Other business**

- July risk assessment to be arranged between TB & KOK.
- TB meeting on the 3 July with models in The Gaultree to discuss arrangements for this years calendar launch.

**The meeting closed at 9.40pm (approx).**

**AGM & Next meeting: Thursday 1 August 2013 at 19.30**

**AGM Now changed to 8 August 2013 at 19.30**

**Next full meeting now changed to 15 August at 19.30**

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