

Emmeth Playing Field Committee (Charity no. 802015)

Agenda for meeting on 7 November 2013

Place: **The Pavilion, Hungate Road**

Time: **19.00**

- 1 Steve Ross Report**
Apologies for absence
Steve Ross, Michael Clayton
- 2 Minutes of meeting held on 26 September 2013**
Attached.
- 3 Matters arising (from last minutes)**
- 4 Matters outstanding from previous meetings**
Future of the old pavilion
MC to report back from Parish Council meeting.
Drainage Work- Play area
AL to liaise with BW with regards to dates for the work.
Extension of Hard-standing area
SR to report on costs.
Car Park
AL to update.
- 5 Risk management and maintenance**
PJA & KOK to report
- 6 Secretary's report**
- 7 Treasurer's report**
 - 7.1 Financial update and Annual Accounts**
 - 7.2 General update**
- 8 Emmeth Community Play Area Project Manager's report**
- 9 Gardening Week-end**
TB to update with dates
- 10 Competition Money**
SR to update on New Bin costs
- 11 Celebrate Your Space Grant**
TB to update
- 12 Other business**
Other business should be confined to minor items please.

Next meeting: Suggested: Thursday 19 December 2013 at 19.00

Emneth Playing Field Committee (Charity no. 802015)

Minutes of meeting on 26 September 2013 **Draft subject to approval at the next meeting of the Committee**

Place: The Pavilion

Time: 19.00

Present:	Alex Lane	Trustee/Chair & Treasurer
	Tanya Bunting	Trustee/Vice Chair
	Jill Ahearn	Trustee/Secretary
	Zoe Elsegood	Trustee
	Steve Snowden	Hungate Rovers FC
	Michael Clayton	Project Manager

Prior to the start of the meeting

Update on completed work by Steve Ross

No report submitted

1 Apologies

Peter Oliver, Kanita Oakey-Kierman & Steve Ross

2 Minutes of meeting held on 26 August 2013

Agreed.

3 Matters arising (from last minutes)

AL contacted ROSPA regarding the risk assessment on the Zip Wire – ROSPA response was *Our report of 26th April 2013 indicates the default risk score for this item as being 7 (low risk). If this unit and surfacing are maintained in good condition then it will remain as a low risk.*

Also advice for a wording on a sign to be erected on the Wobbly Bridge – ROSPA response was *Care should be taken not to claim any kind of suitability for a particular age range, but wording such as this can be useful, “Young children should be supervised whilst using this item.”*

Key safe is now installed on the side of AL house (Pin code 619.)

4 Matters outstanding from previous meetings

Future of the old pavilion

MC discussion document ongoing. MC give AL a brief background update on the Old Pavilion and possible future prospects, one been a teen shelter for the local youths leaving storage space for HRFC. *MC to put to the PC at the next meeting re a momentum and to put AL name forward as a further future contact.*

Drainage Work – Play area

SK to liaise with BW regarding timing for work. – *AL to speak to BW.*

Extension of Hard-standing area

Awaiting cost from SR – **In Progress**

Car Park

No further progress to report.

5 Risk management and maintenance

TB reported – Major issue with the thorn bushes around the boundaries of the Bowling Club – *AL to cut back and to speak to Dug.*

6 Secretary's report

Two letters received 1) Kings Lynn & West Norfolk Borough Council with regards the Gambling Act 2005: Small Society Lottery Registrations: SL0086. 2) Fields of Trust requesting a certified copy of conveyance and Lease. BW and SK have been emailed for advice regards further action.

7 Treasurer's report

7.1 Financial update

Balances at 8 August 2013

Account	£
Current account	2,308
Deposit account	1,585

Payments made since last meeting:

Item	£
Tanya Bunting	425.00
Steve Ross	121.99
Key Safe	12.38
Jill Ahearn	25.52
Collier Turf Care	147.84
EON	31.89
Website	27.64
TV License	37.62
British Gas	318.20
British Gas	93.45

Pitch income

All pitch hire fees etc. billed up to end of August 2013
Fees received since last meeting £497.50

7.2 General update

AL has had confirmation that SK name has been removed from the bank account and within the next 5 days AL signature will be activated.

8 Emneth Community Play Area

8.1 Project Manager's report

MC issued all Committee members present with an up to date report and version 11 of the budget control statement showing a net overspend of £321.79 against the original budget. This was due entirely to the additional cost relating to the reinstallation of the zip-wire for which additional funding has been provided by the Parish Council. 23 August the final Grant claim, End of Grant report, Asset register and Certificate of final completion was submitted to Community Spaces. Community Spaces have paid the final grant claim, but requested two further pieces of information – information on project outcomes and a photograph of the reinstalled zip-wire – *TB to pass a photograph onto MC*

Reminder to the Committee members that the Big Lottery Fund's standard terms and conditions of grant in relation to disposal of assets apply for a term of five years and grant will become repayable in the event of any unauthorised disposal.

8.2 Zip-Wire update

Reinstallation was recently completed by Eibe in accordance of Committee's instruction. TB informed MC that the re-attachment of the seat has revealed a further problem. TB emailed Eibe about this matter on 2 September to be followed up by another email by MC on 12 September. AL received approval from Eibe for the seat adjustment to be done as 'self-maintenance' with no impact on the warranty.

9 New Signage

See 3 – Matters rising (from last meeting)

10 Cleaning

Tamara Santos appointed

11 Gardening Week-end

TB to email with date

12 Competition Money

SR to source cost of new Rubbish Bins.

13 Celebrate Your Space Grant

TB and MC prepared an application for this funding of £2000 and it was submitted by TB. The target purpose is a Winter Wonderland Fun Day to be held on Sunday 1 December. As soon as the decision comes through MC will notify Committee members.

14 Calendar

£550 sponsorships have been collected in. Calendars out for print mid October.

15 Other business

- Chalk needs reordering – AL ordered 12 bags this Wednesday.
- AL arranged for grass to be cut, he now has a contact number for the contractor so only needs to call and arrange a date as and when the grass needs cutting.
- AL now knows how to turn flood lights on but unfortunately they do not work – *SR to fix.*
- Hungate Rovers Committee meeting is on the 4 November – *MC to attend this meeting and explain in more detail about how Emneth Playing Field Committee works constitutionally.*
- **Hungate Rovers also reported a funny taste to the water – MC to locate Human Resources document done by Nick Davies and AL to locate water tank and to seek advice.**

The meeting closed at 8pm (approx).

Next meeting: Thursday 7 November 2013 at **19.00**