

Emneth Playing Field Committee (Charity no. 802015)

Minutes of meeting on 15 December 2011

Place: The Pavilion

Time: 19.00

Present:	Michael Clayton	Trustee/Chair
	Tanya Bunting	Trustee/Vice-Chair
	Stuart Kierman	Trustee/Treasurer
	Pam Melton	Trustee/Secretary
	Yvonne Howard	Trustee
	Jill Ahearne	Friend
	Lynn Hay	Friend
	Sarah Means	Friend
	Mike Wiles	Emneth Parish Council

Apologies

None

1 Minutes of meeting held on 24 November 2011

Agreed.

2 Matters arising

Minute 8.7.2: Emneth Community Play Area – specification for plants and planting – MC had subsequently e-mailed all colleagues to confirm that contrary to incorrect statements made at the meeting, he had e-mailed this specification to all colleagues on 18 February 2011 and it had been discussed at the meeting on 24 February - this was confirmed by TB, SK and PM, YH is yet to locate this e-mail on her computer system.

3 Matters outstanding from previous meetings

We reviewed the following outstanding matters:

Risk management

No further progress.

Insurances – market testing

Stuart is continuing to investigate.

Future of the old pavilion

MC is preparing a discussion document. No further progress.

Emneth Outdoor Bowls Club – maintenance of hedge

MC still has to follow up non-reply to our last communication.

Governance - good practice for Trustees

MC is still working on a folder of key documentation for Trustees.

Security fencing

Work has started - MC to liaise with All Type Fencing on the current gaps that still allow unauthorised entry. We also noted that the Parish Council has agreed to extend the security fencing to meet with the play area fencing.

Building management and maintenance

Professional support – no further progress.

Repair and increased provision of security lights

No further progress.

4 Governance

4.1 Outstanding Trustee appointments

Emneth Parish Council	Mr M Wiles attended. Trustee appointment on hold pending his readiness.
Hungate Rovers FC	No further developments regarding appointment of Trustee.

4.2 Election of Jill Ahearn as Trustee

Jill had indicated her wish to stand for election as Trustee and she was duly elected by a unanimous vote of all Trustees present in accordance with the Constitution (4.3). Jill signed the declaration of acceptance and eligibility.

5 Annual grant from Emneth Parish Council

We noted that the Parish Council has agreed to increase our grant from £2,500 pa to £3,000 pa with effect from 1 April 2012.

6 Secretary's report

PM had received a water bill for the Old Pavilion (Bowls Club use) and a reminder for the gaming licence renewal (these were passed to SK).

7 Treasurer's report

7.1 Balances at 15 December 2011

Account	£
Current account	4,194
Deposit account	2,684

7.2 Payments made since last meeting

Item	£
Fenland Hygiene- (cleaning materials)	20.39
Burton Property Mtce (6 wks cleaning- 1/11- 16/12)	90.00
Your Wear (T-Shirts)	120.00
The Gaultree Inn (re Calendar launch event)	140.00

The bill from Lynn Internal Drainage Board for dyke cutting is awaited.

7.3 Pitch income

Pitch fees have been billed up to the end of November and received. Amount banked since last meeting £490.50.

7.4 Other income

Xmas party ticket money £60, Xmas raffle money £680 and calendar money £1300 have been received and banked.

8 Building management and maintenance

Further to Minute 6.1 of the meeting on 24 November 2011, we considered two quotations for repairs to the Pavilion roof:

From	£
FRW (UK) Ltd.	£678 + VAT = £813.60
Sloan Construction Ltd.	£950 + VAT = £1140.00

After due consideration, we voted for FRW (UK) Ltd to carry out the repair work on the Pavilion roof. SK agreed to liaise, subject to other commitments.

9 Playing Field – policy on opening hours

Now that the security fencing is in place we discussed policy on Playing Field opening hours and agreed the wording of signage.

10 Emneth Community Play Area

10.1 Project plan

MC circulated an updated plan. The project is substantially complete with the exception of just a few minor outstanding items. HERAS fencing was unable to be removed till first week in January as CGM close over the Christmas period. BLF final report date still stands at 31st January 2012.

10.2 Budget update

MC circulated v4 of the budget update. Planned expenditure remained within budget but only £10 remained from unallocated contingency.

10.3 Grant claims and reports

No grant claims/reports had been submitted to BLF since the last meeting

10.4 Signage

Although MC had ordered the signs from King's Lynn Signs he had placed the order on hold until the Committee had the chance to consider some suggestions made by the Play Inspection Co. Ltd. He circulated a revised draft incorporating these suggestions and this was approved.

10.5 Plants and planting

10.5.1 Progress since the last meeting:

All beds rotavated for a second time.

Lyn had met with Nigel Boldero to question him on aspects of the specification.

The five trees had been supplied by Poplar Nurseries and planted.

10.5.2 Two dates were agreed for planting of borders. Small borders in the toddler play area to be planted 7th January (meet at 10am) and larger borders to be planted on 14th January meeting at 10am. Weather/hardness of ground may cause these dates to be changed.

10.5.3 TB indicated a possible free source of Mypex – TB to liaise with LH.

10.6 Sustainability grant

MC had e-mailed a revised draft based on TB's further review and taking account of the Facilitator's comments, to all colleagues on 8 December 2011. This was approved for submission to BLF (Community Spaces).

10.7 Safety inspection

10.7.1 The Play Inspection Co. Ltd. had carried out the post-installation inspection on 2 December 2011. Their report had been received on 12 December and MC had e-mailed to all colleagues on the following day. Comments from Nigel Boldero were also e-mailed to colleagues on 13 December.

10.7.2 MC submitted his own summary report to the meeting. Of 71 items/issued inspected, none were considered very high risk or high risk and two were considered moderate risk. The remainder were either rated as low risk or very low risk.

10.7.3 After careful consideration, we decided that the cable runway faults should be rectified and all other risks are accepted and managed for the time being.

10.7.4 TB volunteered to be responsible for monitoring the play area safety, carrying out regular monthly inspections.

10.8 Opening and launch

Informal 'soft' opening planned 1st week in January following removal of the HERAS fencing and the launch to be discussed at next meeting.

10.9 Opportunity to purchase further play equipment

MC had e-mailed to all colleagues pictures of second hand play equipment which could be purchased for £150 + VAT. Committee agreed to purchase second hand equipment and TB and Jo Warren to talk with Woodhouse Farm to co-ordinate the removal and installation of equipment.

11 Fund raising update

11.1 Calendar

Almost all calendars have been sold (approx £1,400 in total with £1,300 banked to date). YH recommended letters be sent to the local businesses to say thank you for their sponsors – TB has already thanked them in person. TB suggested that invites to be sent to sponsors to attend the launch advent.

11.2 Christmas party

TB advised that all preparations were well in hand. There were 90 raffle books to sell on the day of the party.

12 Chair's statement

We noted Michael Clayton's statement (e-mailed to all colleagues 4 December 2011) indicating his intention at this point to step down as Trustee.

[At this point, Michael Clayton relinquished his Trusteeship but remained in the Chair for the rest of the meeting.]

13 Elections of Officers

13.1 Chair

No appointment made.

13.2 Meetings Secretary

Jill Ahearn indicated her willingness to take the position of Meetings Secretary. This was proposed by SK, seconded by PM and agreed.

14 Emneth Community Play Area – project management

We accepted Michael Clayton's offer to complete his duties as Project Manager and agreed as follows:

'We reconfirm the appointment of Michael Clayton as Project Manager for the delivery of Emneth Community Play Area and authorise him to take all necessary actions and sign all necessary documentation to complete the project in line with approved plans and budgets.'

The meeting closed at 9.30pm approx.

Next meeting

Thursday 26 January 2012, 19.00 at the Pavilion.