

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

### **Minutes of meeting on 1 November 2012**

**Place:** The Pavilion

**Time:** 19.00

<b>Present:</b>	Tanya Bunting	Trustee/Vice-Chair
	Stuart Kierman	Trustee/Treasurer
	Jill Ahearn	Trustee/Secretary
	Sarah Means	Trustee
	Chris Burke	Trustee
	Michael Clayton	Project Manager
	Kanita Oakey-Kierman	Friend

#### **1 Chair**

SK appointed Chair for the meeting.

#### **2 Apologies**

Peter Oliver

#### **3 Minutes of meeting held on 27 September 2012**

Agreed.

#### **4 Matters arising**

-RoSPA Annual Inspection has been booked by SK, as previously agreed, inspection due to be done early December.

-Lottery promoter licence has come through, TB can now go ahead with printing of Christmas raffle tickets.

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

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

MC is preparing a discussion document. –MC recommended that in addition to putting together a discussion document why not form a ‘Steering Group’ inviting several people to come along and discuss and take on board everybody’s point of view. This group being made up from members of the Parish Council, Home Watch, School, Football Clubs etc. The ‘Steering Group’ can come up with a combination of options with nothing being ruled out. Group to be formed sometime next year (perhaps the Summer) and can report to us at Committee meetings. MC to prepare final document and approach the Parish Council for their view. It was agreed that this was a good idea.

##### **Drainage Work – Play area**

SK – not yet been able to progress.

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

Deferred until after winter 2012/13.

## 6 Risk management

TB reminded the Committee that RoSPA did mention on the training session, that it is not recommended that the same person each month does the risk assessment of the play area. Committee agreed that a rota system to be put in place and risk checks to be rotated between Chris Burke, Tanya Bunting and Sarah Means.

No issues to report.

## 7 Secretary's report

JA handed to SK various receipts from the Halloween event and informed the Committee the Maypole had been bought and received.

## 8 Treasurer's report

### 8.1 Financial update

#### Balances at 31 October 2012

Account	£
Current account	2,026
Deposit account	1,085

#### Payments made since last meeting:

Item	£
British Gas (Electric-bill to 30/09/12)	53.85
Mr G Bunting (wood for repairs to climbing frame)	30.18
DJL Electrical (Electrical repairs-new pav)	134.40
Anglia Locksmiths (key cutting)	14.75
J Ahearn (re CRB check)	25.00

#### Paid out re sustainability grant:

T Bunting (Parasol & Base)	59.96
Cash (Re Maypole & gardening equip)	650.00
Cash (Re Halloween event)	120.00
A Payne (Re Halloween event) <i>NB: Cheque since cancelled</i>	86.92

#### Pitch income

All pitch hire fees etc billed up to end of Sept 2012 - £708.00 received.  
Now due to bill for October.

#### Other income

None

Receipts from SM for "Halloween" expenses £20.91 –to be paid.  
Receipts for tools + £10 cash balance received from CB.

## **8.2 General update**

Update on the Email received from a parent (Mr Norton) via EPC. Since SK reporting the incident to the insurers he has had a meeting with a Claims Inspector on site, who asked various questions which SK answered. SK has had no direct correspondence from the claimant and to date the claimant (or any legal representation) has not contacted the insurance company. So at present the insurance company are holding the file awaiting any possible development with the matter being held open for one year.

## **9 Emneth Community Play Area**

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

No new updates to report. Liaison regarding the zip wire is ongoing.

-Zip-wire was discussed at length, MC feels that Nigel is free of all blame as his role was to design the play area, though he does admit that he shouldn't have signed it off but even if he hadn't signed it off we would be in the same position we are now. Eibe has demonstrated as to where in their installation manual that the zip-wire should not be installed in made up ground, MC handed out a photocopy of this specific page from the installation guide that Eibe supplied along with the equipment. CB mentioned that in his view it was likely that if it had been installed into the ground the posts would not have been the correct length to gain the height required.

MC would like us as a Committee to consider the option of sharing the cost of reinstallation of the zip-wire, rather than taking the possible alternative legal costs on the 'chin' which can be very costly. However, we need to wait for CGM response before making any discussions on the next step.

### **9.2 Sustainability grant**

-Sustainability meeting needed between MC, TB & SK, and date to be arranged amongst them.

-Reminder that the deadline for all spending to be completed by 30<sup>th</sup> November.

-MC to update email addresses of 'Friends of Emneth Playing Field' before handing it over.

### **9.3 Maintenance**

Since the last meeting we have had a gardening day, which was very successful and a big thank you to all the volunteers who turned out to help.

## **10 Other Business**

-SM informed us that she had a friend who was interested about becoming a Trustee and asked if she could bring her along to the next meeting. All Trustees agreed this would be ok.

-SK suggested that our next meeting should be held on 6<sup>th</sup> December as there will be no meeting over the Christmas period. All Trustees agreed.

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

### **Next meeting:**

Thursday 6 December 2012 at 19.00