

Emneth Playing Field Committee (Charity no. 802015)

Minutes of meeting on 1 September 2011

Place: The Pavilion, Hungate Road

Time: 19.00

| | | |
|-----------------|-----------------|--------------------|
| Present: | Michael Clayton | Trustee/Chair |
| | Tanya Bunting | Trustee/Vice-Chair |
| | Pam Melton | Trustee/Secretary |
| | Yvonne Howard | Trustee |

Apologies Stuart Kierman Trustee/Treasurer

1 Minutes of meeting held on 28 July 2011

Agreed.

2 Emneth Outdoor Bowls Club

Pam Thorpe, Club Secretary, attended for this item to discuss recent issues.

2.1 Maintenance of hedge – Health and Safety

Trustees had received a report of a child in the care of a registered childminder being injured by a dangerously overgrown section of the bowling green hedge. The Bowls Club had been requested to attend to these dangerous spots straight away (this had been done). Pam Thorpe assured us that the hedge would be maintained pro-actively to minimise the risk of similar incidents recurring.

2.2 Public liability insurance

As a result of the above incident it has emerged that the Bowls Club does not have public liability insurance. Pam Thorpe informed us that the Club is addressing this as a matter of urgency.

2.3 Buildings insurance

Pam Thorpe queried the amount of buildings insurance payable by the Bowls Club as a recharge of the Committee's policy. Mike gave information on this provided by Stuart. He indicated that we are currently reviewing our own policy but that the Bowls Club is free to make their own alternative arrangements.

2.4 Thanks to Pam Thorpe

We thanked Pam for attending to help resolve these issues.

3 Matters arising from minutes of meeting on 28 July

Minute 3: risk management

No further progress.

Minute 3: insurances

Stuart is making progress with this matter and hopes to report soon.

Minute 3: post of Caretaker

Yvonne reported that the Parish Council is about to advertise this position in the Messenger. We expressed concern at the apparent delay since Mike provided a draft advertisement back in May and Pam Melton reiterated her intention to finish this role by the end of October. [Update: it subsequently transpired that this is not the PC's position – they were about to circularise the position to residents in the vicinity of Hungate Road]

Minute 4: dyke clearance

Stuart has arranged this and the work should be done imminently.

Minute 8: Diamond Jubilee celebrations 4 June 2012

Mike had provided a position statement to all Trustees by e-mail showing the status of all matters agreed with Bob Waterfield.

Minute 12: future of the old pavilion

Copies were circulated of approximate cost guidelines obtained by Stuart from Sloan Building & Maintenance Ltd. showing a range of projected costs for various components of conversion work. Mike will draft a consultation document for discussion.

Minute 14: CCTV

Pam Melton has spoken to her contact at Upwell. It appears that their scheme has been successful.

4 Governance

4.1 Outstanding Trustee appointments

We noted the current position:

| | |
|---------------------------|--|
| Emneth Parish Council | Mike Wiles has been appointed w/e/f November. |
| Hungate Rovers FC | MC still due to meet to discuss. |
| Emneth Outdoor Bowls Club | Still no reply to e-mails 2 & 23 June. We reluctantly accepted that they do not wish to nominate a Trustee. |
| Ken Jones | Has now resigned. |

4.2 Declarations of acceptance and eligibility

Trustees present signed a new and improved form of declaration. This will now be standard practice for all Trustees (to be renewed after re-election at each Annual General Meeting).

4.3 NRCC training seminar *Getting to grips with governance*

Mike had attended this and has identified further improvements we need to make to conform to best practice. He will aim to document these for discussion at the next meeting.

5 Secretary's report

Nothing to report.

6 Treasurer's report

Stuart reported in writing as follows:

6.1 Balances at 1 September 2011

| Account | £ |
|-----------------|----------|
| Current account | 1,429 |
| Deposit account | 2,683 |

6.2 Payments made since last meeting

None. No bills are outstanding.

6.3 Pitch income

Pitch fees have been billed for the month of July (£159) and all income has been received.

6.4 Parish Council grant

The June instalment of the Parish Council grant (£625) has been received.

7 Website

We discussed website management in the light Ken Jones's resignation and agreed to accept his kind offer to continue this on our behalf until a replacement can be found.

8 Emneth Community Play Area

8.1 Summary of key events since last meeting

| 2011 | Activity |
|--------------|--|
| 1/4 Aug | All acceptance forms completed and returned to BLF |
| 4/8 Aug | Orders placed with Eibe Play Ltd. and CGM. |
| 5 Aug | Update no. 6 to <i>Friends of Emneth Playing Field</i> . |
| 12 Aug | BLF confirmation of legally enforceable contract (copy e-mailed to Trustees 17 August 2011). |
| 17 Aug | Site meeting with Nigel Boldero and CGM. |
| 19 Aug | Update no. 7 to <i>Friends of Emneth Playing Field</i> . |
| 22 Aug | Public meeting to update <i>Friends</i> . |
| 30 Aug/1 Sep | Phase I of fencing work completed. |
| 1 Sep | MC met with facilitator for discussion on Sustainability Grant |

8.2 Grant claims and reports

Information on these requirements had been circulated to Trustees by e-mail on 23 August 2011.

8.3 Fencing

We had invited new quotations for the play area fencing. Five invitations were sent and four quotations received. Three were very close. We have accepted the quotation from Mark 1 Fencing, Leverington, which was the lowest and also provided best value. The price is £200 less than our budget with BLF. The work had been satisfactorily completed in the current week.

8.4 Project plan

The project plan is currently being updated by Nigel Boldero in discussions with CGM and will be circulated as soon as it is available. At present, CGM plan to start work on 12 September

8.5 Requirements for attendance at site

When CGM start work, they will need access to the pavilion (meeting room and toilets). We discussed appropriate arrangements, including unlocking in the mornings and locking up at the end of the day. Pam Melton will undertake this role.

8.6 Planting

Poplar Nurseries had re-confirmed their generous offer of all trees, hedges and plants required for the project. This work is to be done by voluntary community input and will be phased in the light of progress with the project generally (probably the second half of October).

8.7 Bringing new play items into use

We noted that no items can be made available for use until subject to an independent safety inspection. This milestone will be added to the project plan.

8.8 Michael Clayton's absence

We agreed arrangements for covering relevant project tasks during Mike's absence. Details of these are attached.

8.9 Sustainability Grant

Mike outlined the requirements for claiming this grant of £3,500 (full details had already been circulated by e-mail to all Trustees). Tanya will chair a meeting to formulate proposals for consideration at the next meeting of the Committee (and she will invite the participation of Friends).

9 Security fencing

Mike and Stuart have liaised with Bob Waterfield on the specification and invitations to quote will be sent to five local contractors for return by 23 September.

10 Anti-social behaviour

10.1 Mike had attended the SNAP meeting held on 3 August 2011 and he reported by e-mail on 5 August with data provided by the Police that during the period May/July there had been 93 incidents of all kinds phoned in to them from Emneth of which 19 related to ASB incidents at the Playing Field. The Police have now said that this information is incorrect. Instead, they now say that there were 10 reports of anti-social behaviour at the Playing Field during this period, of which 7 related to the trespass incident.

10.2 On request, Mike has contributed a short piece about this to the Home Watch magazine. He will e-mail a copy to colleagues.

11 Fund raising update

11.1 Christmas function

Tanya has booked a disco. She outlined her ideas for additional entertainment at a cost of £130 which she thinks can be recovered by an addition of £1 to the ticket price. From discussions with parents she believes this will be viable. This was agreed.

11.2 Race night

Pam has not been able to make any progress with this.

11.3 Bag pack

Yvonne has not been able to make any progress with this.

The meeting closed at 23.05 (the start had been delayed until 19.45)

Next meeting

Thursday 6 October 2011, 19.00 at the Pavilion.