

Minutes of meeting on 23 May 2013

Place: The Pavilion

Time: 19.30

Present:	Stuart Kierman	Trustee/Treasurer
	Jill Ahearn	Trustee/Secretary
	Kanita Oakey-Kierman	Trustee
	Peter Oliver	Parish Councillor

Prior to the start of the meeting

Update on completed work by Steve Ross (not present)

1. Damaged electrical sockets within the pavilion have been replaced with new ones.
2. Wooden buffers have also been fitted to prevent the new electrical sockets being damaged again.
3. Broken window in one of the changing rooms has been replaced.

Steve Ross has been paid for all of the above jobs.

1 Chair

SK appointed Chair for the meeting.

2 Apologies

Sarah Means, Michael Clayton, Tanya Bunting, Steve Ross

3 Minutes of meeting held on 25 April 2013

Agreed.

4 Matters arising

1. Insurance renewal as been renewed at a cost of £2500 for 1 year starting from 01/05/13, this is with China INS Co (via David Oliver Associates).
2. SK spoke to Nick from All Type Fencing with regards to the problem the grass cutting contractors had with the height barrier. Nick doesn't think this is a major problem and will have a look at it. Grass contractors to contact SK or NL prior to coming and either one of them will open the height barrier for them in the meantime.

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.

Car Park

SK met with Brian Chilvers to look in more detail at the car park - Brian Chilvers to put a more detailed quote in. TB arranged for Michael Brooks to meet SK at the car park – quote due in any day from them. KO-K arranged for Simon Pope Ground Works to come and look at car park, their quote was received for repairs to car park only – this came in at £6,402 + VAT. Diamond Constructions came and looked their quote should follow in the next few days.

6 Risk management

SM and KO-K did the risk assessment together for May. BBQ has suffered vandalism with many bricks being thrown into the ditch and around the mound. SM and KO-K collected all the bricks up and put them into the old pavilion. The BBQ situation was discussed by the committee, it was noted that the BBQ has not been used as yet and it is very unlikely going to be, so we feel that in this situation that the BBQ be removed completely – this to be discussed in more detail at the next meeting with Tanya present. Graffiti was found on the sand pit roof, SM crossed the words out so it's no longer readable.

No other issues noted.

SK distributed a copy of the last play area safety inspection report done on the 26th April by RoSPA for the trustees present to read, this was also emailed prior to the meeting. It was noted that there was no major changes from 7th December 2012 safety inspection and was considered satisfactory. Future inspections by RoSPA will now be done in April each year.

7 Secretary's report

PJA read out a letter of resignation from SM, this was sent to SK on the 20th May – PJA to arrange a letter of thanks to SM.

Marsha Jones the Community Leader at Ementh Nursery School and Children Centre had put a request for the use of the Playing Field and toilet facilities in August for 3 hours, date to be confirmed at the next meeting.

8 Treasurer's report

8.1 Financial update

SK issued all committee members a draft copy of the annual accounts which he had produced in a simplified format for the purpose of this meeting. He outlined and explained the main components of the income and expenditure outcomes and answered any questions raised. Trustees voted to accept the figures and SK advised that he will now produce the Accounts in the statutory format required under the Charity Act in time to be adopted at the AGM.

Balances at 23 May 2013

Account	£
Current account	2,596
Deposit account	1,585

Payments made since last meeting:

Item	£
British Gas (Electric-new pavilion to 30/04/13)	170.02

K Erkin (re Summer event)	25.00
Your wear (re shirts)	50.00
Steve Ross (Re broken window & sockets)	85.54
Norfolk Rural County Council (Sub 2013/14)	20.00
Collier Turf Care (Marking chalk)	147.84
NTVLO (TV Licence-1 quarter)	37.62
Bridge Insurance Services (Ins Y/E 30/04/14)	2,500.00

No Outstanding bills.

Pitch income

All pitch hire fees etc. billed up to end of April 2013
Fees received since last meeting £643.50

Other

EPC quarterly grant £750 has been received.

8.2 General update

Hungate Rovers and The Gaultree confirmed they would like to continue with the hiring of the pitches and facilities for next season.

9 Emneth Community Play Area

9.1 Project Manager's report

MC emailed prior to the meeting the Project Manager report.

9.2 Zip-Wire update

Cost of reinstalling the zip-wire was outlined in MC report. The short fall was noted of £344.03. Bob Waterfield has indicated he will propose to the Parish Council at their next meeting to fund this.

Trustees present at this meeting all agreed that ***'we will pay Eibe in full within 10 working days of the work being completed and we also agree not to withhold any payment for any snagging works'***.

SK is happy for his mobile number to be given to Eibe as contact 1 - SK to get confirmation from TB that she is also happy to give her mobile out to Eibe as contact 2.

The matter of monitoring the work was discussed. SK said he could provide a basic monitoring on most days but would email CB to see if he is willing/able to go daily to liaise with Eibe construction workers in order to track the progress of work as he was more likely to know if satisfactory.

10 Events update

No new updates to report

11 Calendar 2013

TB forwarded her report to PJA

"Colleagues, in the last month Lara Blake and I have been working hard on the start of this year's calendar which will have a theme of burlesque/boudoir. I have recruited the models (victims) and we plan to get them together in The Gaultree on 26th June for

a confidence, team building meeting. So far I have obtained around 20 sponsors which is great at this stage. As before we just need to gather enough to cover printing costs, then every sale is a profit. Lara hopes to start shooting the girls in July. We will decide how many we will print sometime during the summer. I will keep you updated”.

12 Other business

- KO-K asked about CB doing next risk assessment – SK to email CB
- SK planning to produce the accounts in the statutory format by next meeting. AGM date to be confirmed at next meeting.

The meeting closed at 8.40pm (approx).

Next meeting: Thursday 27 June 2013 at **19.30**