

Emneth Playing Field Committee (Charity no. 802015)

Minutes of meeting on 23 February 2012

Place: The Pavilion

Time: 19.00

Present:	Tanya Bunting	Trustee/Vice-Chair
	Stuart Kierman	Trustee/Treasurer
	Pam Melton	Trustee/Secretary
	Yvonne Howard	Trustee
	Jill Ahearn	Trustee/Minutes Secretary
	Sarah Means	Trustee

Apologies

Michael Clayton
Lynn Hay

1 Chair

TB appointed Chair for the meeting.

2 Minutes of meeting held on 26 January 2012

Agreed subject to small alterations. SK will advise JA

3 Matters arising

None.

4 Matters outstanding from previous meetings

We reviewed the following outstanding matters:

Risk management

A Risk Assessment form has been compiled by TB. Committee agreed that assessments should be done once a month. First Risk Assessment done by TB brought to light that a D Bolt on top of the swings needed filing down and the Zip Line was still too slack. Yvonne suggested that a comment sheets should be available for general public to put forward any problems within the play area.

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

Committee agreed that a letter regarding maintenance of hedge should now come from them. SK to prepare and send letter requesting a response by our next meeting.

Governance - good practice for Trustees

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

Security fencing

Sign has been installed to new gate. SK to check with All Type Fencing re adjustment of splays.

Building management and maintenance

Professional support – no further progress.

Repair of security lights

SK to report below.

5 Governance

5.1 Outstanding Trustee appointments

Emneth Parish Council

Trustee to be appointed.

Hungate Rovers FC

No further developments regarding Mr K Semper (Club Chairman). MC willing to meet with Hungate Rovers FC if required.

6 Secretary's report

Letter received regarding lottery fee reminder. PM Confirmed payment had been made and received.

7 Treasurer's report

The internal repairs to the pavilion have been completed satisfactorily. I have now received the bill from Sloan Construction which was submitted to the insurance company on 17 February to enable our claim be dealt with.

The bent retainer pin (height barrier) has been dealt with by All Type Fencing (at no cost).

Dura Pump attended on 3rd February to service the pumping station and associated works. The report received indicated it to be in good condition and no issues arising.

The repair work to the external lights was due to take place on 6th February. However due to the weather and conditions on site this was postponed and I have since struggled to get a replacement date.

Work is now scheduled for 29th February to be carried out by DJ Electrics.

7.1 Balances at 23 February 2012

Account	£
Current account	3342
Deposit account	2684

7.2 Payments made since last meeting

Item	£
Sam Flint (Play equipment)	150.00
Paul Kierman Plumbing & Heating(Boiler Service/Safety check)	60.00
Banner Signs (New sign for security fencing)	60.00
Dura Pump (Service to pumping station etc)	462.00
Expenses re Play area:	
Q Lawns (Bark) (will be met from grant funding)	201.60
Gary Bunting (timber)	30.00

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

7.3 Pitch income

All pitch hire fees etc billed up to end of January 2012 and received. Amount banked since last meeting - £493.

7.4 Other income

Re Calendar- final money received £10.

8 Emneth Community Play Area - report of Project Manager

8.1 Project plan

MC circulated an updated plan (v6), the key features of which were:

- Signage due for installation now w/c 5th March 2012;

8.2 Budget update

MC circulated v6 of the budget update. Planned expenditure now showed as £39.32 over budget with only £10 remaining from unallocated contingency.

8.3 Grant claims and reports

Grant claims/report no.5 to be submitted to BFL 16 March 2012

8.4 Launch

Launch event to be held on 9 April 2012 (Easter Monday). Finalise launch plans with TB and SK 12th March 2012.

TB has booked various artists. Lara to donate PA system for the day. We have 6 volunteers to help with buffet lunch for special invitees. Cutting of the ribbon to be done by the committee children (All at Emneth Primary School) this was agreed by all committee members.

8.5 Sustainability grant

Submitted 5th February.

8.6 NPFA

Magazine article to NPFA to be submitted by 31st March 2012. Invoice to NPFA for grant (£1,500) by 31st March 2012.

8.7 The mound

Poplar Nurseries can supply seed at a cost of £450.00; TB suggested that volunteers could help with the seeding. This was agreed by the committee and also for it to be done ASAP. YH to investigate the cost of Mesh for the Mound.

8.8 Plants and planting

All planting completed.

9 Park Gates Summer Opening Times

Mr Rex Eady requested we consider earlier opening times in the summer. Committee agreed for pedestrian gate being opened at 7.30am from 1st April to end of Sept – SK to email NL to inform her of new opening times to which she had already indicated agreement.

10 Installation of further play equipment

Tanya Bunting, Gary Bunting, Robert Else, Gary Means and Tim Milligan will be installing large climbing frame Saturday 25th Feb. Springer still to be installed at a later date but before launch day.

11 Other business

A parent requested that the sandpit be covered at night and for maintenance and up keep of the sand e.g. raking over. Committee to discuss in further detail at next meeting.

Christmas children's party is booked for Sunday 16th December at Central Hall. Disco booked along with KJ Entertainment for Glitter tattoos and Face painting at a cost of £105.00.

On the sustainability grant basketball hoops were declined and queries regarding the maypole; TB will answer and reply back.

The meeting closed at 9.20pm approx.

Next meeting

Thursday 29 March 2012, 19.00 at the Pavilion.