

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

**Minutes of meeting on 23 June 2011**  
**the Committee**

**Draft subject to approval at the next meeting of**

**Place:** The Pavilion, Hungate Road

**Time:** 19.00

**Present:** Michael Clayton Trustee  
Tanya Bunting Trustee  
Stuart Kierman Trustee  
Pam Melton Trustee  
Yvonne Howard Trustee

**Apologies** Ken Jones Trustee

### **1 Election of officers**

This was the first meeting following the Annual General Meeting and the following officers were elected:

<b>Position</b>	<b>Elected</b>
Chair	Michael Clayton
Vice-Chair	Tanya Bunting
Secretary	Pam Melton
Treasurer	Stuart Kierman
Meetings Secretary	Michael Clayton

### **2 Minutes of meeting held on 19 May 2011**

Agreed.

### **3 Matters arising**

#### **Minute 2: risk management**

No further progress.

#### **Minute 2: security review**

GB Security Ltd visited the site on 8 June 2011 and their report and recommendations on CCTV are awaited.

#### **Minute 2: post of caretaker**

A suggested job advertisement has been sent to the Parish Council. Yvonne will follow up progress at the Parish Council meeting on 28 June.

#### **Minute 2: insurances**

No progress yet.

#### **Minute 4.4: boiler service**

Service completed – all satisfactory.

#### **Minute 4.4: septic tank emptying**

Completed.

#### **Minute 4.5: replacement of drain covers**

This work has now been done at a cost to the Committee of £32.15 with labour kindly supplied gratis by Paul Thompson of Hungate Rovers FC. Paul has been formally thanked on behalf of the Committee.

#### **Minute 9: disposal of rubbish from old pavilion**

Removed by an authorised waste disposal contractor.

#### **4 Secretary's report**

Pam announced that she had arranged for the eastern boundary hedge to be trimmed and the weeds strimmed in the area adjacent to the car park.

#### **5 Treasurer's report**

Stuart reported as follows:

##### **5.1 Balances at 23 June 2011**

<b>Account</b>	<b>£</b>
Current account	981
Deposit account	2,683

##### **5.2 Payments made since last meeting**

<b>Item</b>	<b>£</b>
Burton Property Services - 4 weeks cleaning	60.00
SC Skip Hire - skip & rubbish clearance	110.00
Strattons Empty - septic tank emptying	60.00
Edwards Buildbase - materials for drain cover work	32.15
Paul Kierman Plumbing & Heating – annual boiler service	96.00
Fenland Leisure Products Ltd - annual play equipment inspection	120.00
Anglian Water – both pavilions	223.44

No bills were outstanding but electricity bills are due soon.

##### **5.3 Pitch income**

Pitch fees have been billed to the end of May (£130) and all income has been received.

##### **5.4 Parish Council grant**

The next instalment of the Parish Council grant has been requested.

#### **6 Fees for 2011/12**

6.1 Stuart tabled proposals for pitch hire and other fees, showing a broad average increase of 20%. It was estimated that these would not be sufficient to produce a net surplus for the year but the position can be sustained without prejudice to a safe level of reserves.

6.2 The proposed fees were agreed and are annexed hereto.

#### **7 Fund raising**

7.1 Mike reminded colleagues that the Financial Statements for 2010/11 and the budget for 2011/12 (discussed at the last meeting) revealed a need for at least one fund raising (undesignated) event over the next year.

- 7.2 Tanya sought and obtained approval to run a children's party in December 2011 for raising undesignated funds. She was asked to bring an outline budget to the next meeting.
- 7.3 Mike was concerned that the burden of fund raising should not fall entirely on Tanya. Pam agreed to investigate and report back on a race night and Yvonne will report back on a bag pack when the new Morrisons has opened.

## **8 Hire conditions**

Mike recommended that we should introduce formal hire conditions to be in place for the beginning of the new football season. He tabled a set of conditions drafted by Stuart and requested comments by 8 July and he will prepare a final document for approval at the next meeting.

## **9 Business rates**

We have now been billed for the new pavilion for the current financial year in the sum of £2,424.80. An application for charity relief has been submitted.

## **10 Parish Council - informal joint meeting on 31 May 2011**

Mike circulated a note of this meeting.

## **11 Diamond Jubilee meeting 22 June 2011**

11.1 Mike had attended this meeting called by the Parish Council to discuss possible community arrangements for the Diamond Jubilee celebrations over the extended weekend 2/5 June 2012. He tabled a brief report on the proposals.

11.2 We agreed as follows:

- Playing Field to be made available for a major community event on 4 June at no charge and to be kept clear on 3 and 5 June for set up and clearing up;
- usual conditions of use to apply;
- Hungate Rovers FC to be notified in case of any impact on their annual six a side tournament.

## **12 Emneth Outdoor Bowls Club**

The club has been asked (e-mail 8 June 2011) to deal with the overgrown bowling green hedge. No reply had been received but it was noted that the work has been done.

## **13 Norfolk Playing Fields Association**

Mike will be attending the NPFA's AGM on 18 July, 2011 at Great Dunham, Village Hall, 18.00. Pam confirmed that she wished to discontinue membership of the NPFA Executive Committee.

## **14 Anti-social behaviour**

14.1 Further to minute 6 of the last meeting, the letter to Hungate Road residents had been distributed. One negative response has been received – a copy was circulated together with Mike's reply.

14.2 Mike reported on his exchanges with the Safer Neighbourhood Team and updated colleagues with action they have been taking. Patrols have visited the site, subject to

availability. One minor drug related offence has been dealt with. People have been reported for various offences relating to motor vehicles and words of advice have been given to several young drivers.

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

At the informal meeting with Parish Councillors (see 10 above) a view had emerged that adaptation of the old pavilion to incorporate a teen shelter would be preferable to the provision of a new facility. Stuart is obtaining an informal costing of the adaptations likely to be required and this information will be fed into the consultation process.

## **16 Facilities for youth - application to King's Lynn & West Norfolk Borough Council for capital grant**

In the light of 14 above, this is on hold.

## **17 Annual play safety inspection**

17.1 The recent annual inspection by Fenland Leisure Products has resulted in recommendations in respect of four items (cost £395 + VAT) with three other items failing to reach current standards.

17.2 We suspended the meeting in order to inspect all this equipment. Our findings were as follows:

- we do not understand the inspection findings in respect of the tyre mound which we believe is secure and safe for small children;
- with respect to other inspection findings and recommendations, we are puzzled that these points do not appear to have been raised in previous inspections;
- some recommendations appear to be inconsistent.

17.3 In view of the importance of this matter there was a prolonged discussion on the most appropriate action. Nigel Boldero of Audax Design has confirmed that all the play area issues will be subsumed in the new play area, so any problem should be extremely short term. However, with safety paramount in our minds we agreed the following actions:

- both sets of swings will be taken out of use pending delivery of the new play area (Pam to arrange);
- Mike and Stuart will liaise in order to take up the other issues with Fenland Leisure Products.

## **18 Proposals for capital schemes**

18.1 The Committee agreed to submit a report to the Parish Council meeting on 26 July 2011 seeking support and part funding for:

- perimeter fencing at Playing Field access points (as originally envisaged in the play area project);
- CCTV based on GB Security recommendations.

18.2 Yvonne again expressed a different view on the details of the fencing scheme. It was agreed to try to improve the appearance of the scheme and Yvonne agreed to support it at Parish Council.

## **19 Emneth Community Play Area**

### **19.1 Summary of key events since the last meeting**

<b>2011</b>	<b>Activity</b>
26 May	Confirmation of NPFA funding of £1,500 subject to other funding being in place.
10/14 June	Queries raised by BLF on our funding application – all cleared – confirmed that the application will now proceed to the Grants Panel.

### **19.2 Fencing**

Retendering of fencing is still outstanding.

### **19.3 Future timetable**

<b>2011</b>	<b>Activity</b>
28 June	Report to Parish Council updating them on probable funding bid outcome date.
15 July	Approximate latest date for knowing outcome of BLF Stage 2 bid.
20 July	Michael Clayton in School to update children.

### **19.4 Delegated authority**

When the outcome of the BLF Stage 2 bid is known, Mike is authorised to take any necessary actions to begin project implementation in accordance with details previously agreed and in consultation where appropriate with colleagues.

**The meeting ended at 22.20 and Mike thanked everyone for their forbearance through a long agenda.**

### **Next meeting**

Thursday 28 July 2011, 19.00 at the Pavilion but assemble at the Old Pavilion for an inspection.

## EMNETH PLAYING FIELD COMMITTEE

### Proposed Fee Structure-2011/12

#### Regular Users

	<u>Current Fee</u>	<u>Proposed Fee</u>
Football pitches (incl use of sports pavilion)		
Hungate Rovers YFC	13.0	
Mini Soccer	0	<b>£ 15.50</b>
Junior (9 v 9)	15.5	<b>18.50</b>
Youth (11 v 11)	18.5	<b>22.00</b>
Emneth Spartans		
Adult (New Pavilion)	£26.00	<b>31.00</b>
Adult (Old Pavilion)	£21.00	N/A

#### Use of Pavilion only

During week on training nights	£2.50 per day	<b>£3.00 per day</b>
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#### Other Users

Football pitches (incl use of sports pavilion)		
Mini Soccer	20.0	<b>25.00</b>
Youth	30.0	<b>37.50</b>
Adult	40.0	<b>50.00</b>

#### Use of Playing Field

Whole Field	50.0	<b>65.00</b>
Part Field	25.0	<b>32.50</b>

#### Use of Pavilion

Whole (all day)- more then 4 hours	50.0	<b>65.00</b>
Whole (part day) -up to 4 hours	25.0	<b>32.50</b>
Combined Use of Whole Field & Pavilion	80.0	<b>100.00</b>

#### Use of meeting room & kitchen only

Per Hour	£10 per hour	<b>£12.00 per hour</b>
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