

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

### **Minutes of meeting on 24 January 2013**

**Place:** The Pavilion

**Time:** 19.00

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

#### **1 Chair**

SK appointed Chair for the meeting.

#### **2 Apologies**

Pam Melton

#### **3 Minutes of meeting held on 6 December 2012**

Agreed.

#### **4 Matters arising**

Marquees have been moved back into the old pavilion – thank you to Gary Bunting and Alex Lane for their help in doing this.

SK reported that he was still to arrange for the website to be updated for meeting minutes.

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

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

MC is preparing a discussion document.

##### **Drainage Work – Play area**

Dates to be arranged for the work to start once weather improves.

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

Deferred until after winter 2012/13. TB to speak to Chris Upton to see if he could help doing the work.

##### **Car Park**

SK to obtain two quotes for improvement work.

#### **6 Risk management**

CB did a risk assessment back in November – no risks to report. CB also compiled a tick list of all the equipment to be checked on a risk assessment, a copy of this was given to TB and SM.

SM to do the next risk assessment shortly.

## **7 Secretary's report**

PJA confirmed that an email was sent to PM.

Chased the medal company for a revised invoice addressed to Ementh Parish Council. MC handed a letter from ROSPA reminding us of our annual playground inspection, this has already been completed – PJA to email Ann Edwards at ROSPA to ask for MC to be removed from their records and to re confirm SK email details.

## **8 Treasurer's report**

### **8.1 Financial update**

#### **Bank Balances (as at 23/01/13):**

<b>Account</b>	<b>£</b>
Current account	3979
Deposit account	1085

#### **Payments made since last meeting:**

<b>Item</b>	<b>£</b>
British Gas (Electric-bill to 30/11/12)	86.70
British Gas (Gas 3 months to Dec)	171.28
Burton Property Mtce (Cleaning-Dec)	45.00
Anglian Water (both pavillons to Dec)	142.48
Playsafety Ltd (RoSPA) inspection)	252.00

#### **Pitch income**

All pitch hire fees etc. billed up to end of Dec 2012 - £728.00 received since last meeting. No fees outstanding.

#### **Other:**

Tickets & Draw money re Xmas party - £362.16

Quarterly grant ex EPC- £750.

### **8.2 General update**

RoSPA inspection reported to SK in December, who forwarded it on to all Trustees. Skate Park came out at High Risk, though RoSPA marked it at High Risk all equipment is showing to be safe. SK said it was interesting that two previous independent inspections never showed the skate park as High Risk.

Mole hills have returned around the skate park and part of the play area. Parish Council has previously had a mole catcher in to help. SK contacted Bob Waterfield and Kate Bennett regarding contract/agreement with the mole catcher.

## **9 Emneth Community Play Area**

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

Apologies for no written report, but there is no change to the financial side following the last meeting of the committee. Liaison regarding the zip wire is ongoing.

-Zip-wire was discussed at length. Mike has received several emails from Nigel Boldero, CGM and Eibe, regarding the reinstallation of the zip wire. Mike feels that Nigel's role

wasn't to advise the installation, although Nigel did raise concerns of the mound prior to the installation of the zip wire, but was reassured by Tom (CGM) about the size and strength of the foundations. Plus this was reinforced by the fact CGM had installed a similar Eibe zip wire on a mound in North Walsham, successfully. CGM have acknowledged that their installation was incorrect and based on this they have offered to reinstall and bear approx. half of their quoted cost circa £2,000 + VAT. Eibe feels that CGM has decided to install the zip wire to their own specification ignoring installation instructions that Eibe supplied. Eibe recommended a way to rectify the installation by increasing the concrete foundations to 2 tones around each leg, making sure that the foundations are connected together which will add to the strength. The mound will also need to be increased.

CB asked MC "*did Eibe know that the Zip wire was to be installed into a manmade mound and would they have advised CGM differently*". MC said he would put this question to Eibe on behalf of the committee.

MC suggested contacting Eibe about seeing if they are prepared to reinstall the Zip wire for us and if so could they do a quotation for this – all committee members agreed this would be a good idea.

MC to also contact the lottery to advise them of the situation, maybe they would be able to offer us free legal advice. Committee needs now to start thinking what they are going to do if CGM refuse to reinstall Zipwire FOC.

## **9.2 Sustainability grant**

-TB SK & MC met up on 13 November – Outcome: - All invoices have been put into a spreadsheet, MC still awaiting some invoices not yet received. TB and MC agreed to meet again on Wednesday 30 January to firm up details.

## **9.3 Maintenance**

Only outstanding maintenance at present is the repair to the picnic table.

## **10 Christmas Party**

Xmas party and draw went well no bad feedback – net profit is just over £1,000- SK will provide a financial summary shortly. SK gave thanks to those on the committee and other volunteers that helped in any way.

## **11 Other Business**

TB had a request from Lara Blake chair of FOSA to borrow all our marquees for the school summer fair mini music festival. The Committee approved the lending of the marquees to FOSA free of charge.

**The meeting closed at 8.37pm (approx).**

### **Next meeting:**

Thursday 28 February 2013 at 19.00