

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

### **Minutes of meeting on 24 November 2011**

**Place:** 16 St. Edmunds Drive, Emneth

**Time:** 19.00

<b>Present:</b>	Michael Clayton	Trustee/Chair
	Tanya Bunting	Trustee/Vice-Chair
	Stuart Kierman	Trustee/Treasurer
	Yvonne Howard	Trustee
	Jill Ahearne	Friend
	Lynn Hay	Friend
	Sarah Means	Friend

#### **Apologies**

Unfortunately, it was not possible to inform Pam Melton of the last minute, enforced change of venue.

#### **1 Minutes of meeting held on 6 October 2011**

Agreed.

#### **2 Minutes of meeting held on 20 October 2011**

Agreed, subject to the addition of the following:

##### **Security lights**

SK agreed to investigate costings for repairing the existing security light and providing an additional light near the eastern end of the Pavilion.

#### **3 Matters arising/outstanding (refs. are to minutes of 06/10/2011)**

##### **Minute 2: Emneth Outdoor Bowls Club**

Still no reply from the Club. We briefly discussed this again and Trustees agreed that we should not only follow up the non-reply but also restate the need for ongoing maintenance in the light of continued growth in the vicinity of the new play area.

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

No further progress.

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

Stuart is continuing to investigate.

##### **Minute 2: post of Caretaker**

Nicola Lane now in post.

##### **Minute 2: future of the old pavilion**

MC is preparing a discussion document. No further progress.

## **Minute 2: security fencing**

Work has started.

## **Minute 3.3: good practice for Trustees**

MC is still working on a folder of key documentation for Trustees. No further progress.

## **Minute 4: litter bins**

SK reported that neither the new caretaker nor he could see any urgent need to replace litter bins. We agreed that this could wait until consideration of next year's spending plans.

## **4 Outstanding Trustee appointments**

There had been no changes since last meeting:

## **5 Treasurer's report**

### **5.1 Balances at 24 November 2011**

<b>Account</b>	<b>£</b>
Current account	2,074
Deposit account	2,684

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

<b>Item</b>	<b>£</b>
AON - additional insurance premium re play equipment	403.70
Fenland Hygiene - bin bags, toilet rolls etc.	35.68
Burton Property Maintenance (4 wks cleaning - Oct)	60.00
British Gas - new pavilion	78.17
NTVLO- TV licence (1 quarter)	37.62
Paynes Printers (raffle tickets re xmas party)	56.00
Collier Turf Care - marking chalk	151.80
Gamajo Tech – annual website hosting fee	27.13
Mr S Kelly- two picnic tables	140.00
Cash for gift to photographer (re calendar)	100.00
Golding Feeds - flowers (re calendar)	50.00

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

### **5.3 Pitch income**

Pitch fees have been billed up to the end of October and received.

### **5.4 Other income**

Xmas party ticket money of £300 has been received and banked.

## **6 Building management and maintenance**

Update on issues reported at last meeting:

### **6.1 Water leak/stolen lead**

The insurance company has accepted our claim for the internal repairs caused by the water leak but not the cost of the external roof repairs (including replacement of stolen lead) which has been costed by Sloans at £1,165 + VAT (including £215 + VAT for the emergency repair already undertaken). We accepted the need to finance and undertake this repair which must occur before the internal repairs can be carried out. Before accepting the quotation from Sloans, some Trustees would like to see alternative quotations. We agreed to defer a decision until the next meeting at which we will consider any further quotations obtained. In the meantime, the internal repairs (covered by insurance) remain deferred.

## **6.2 Water pump service**

We agreed to accept the quote from Durapump at £462 + VAT and SK is authorised to proceed.

## **6.3 Problems with electric shutters.**

These have not recurred.

## **6.4 Professional support for Pavilion management**

SK has been unable to progress so far.

## **7 Queen Elizabeth II Fields**

MC updated the Committee on this scheme for qualifying playing fields to register as Queen Elizabeth II Fields in order to gain additional legal protection and gain access to funding opportunities. He had drawn this to the attention of the Parish Council whose application for scheme registration had been accepted.

## **8 Emneth Community Play Area**

### **8.1 Project plan**

MC tabled an updated project plan. The project is substantially complete except for a small number of minor outstanding items. The BLF final completion date has been put back to 31 January.

### **8.2 Budget update**

MC tabled a budget update that showed expenditure on track against budget. To date, £2,240 of contingency has been allocated, leaving unallocated contingency of £435.

### **8.3 Grant claims and reports**

MC reported that he has now submitted three grant claim and associated reports to Community Spaces and all had been approved.

### **8.4 Signage**

MC circulated details of two quotations received for signage. He had accepted that from King's Lynn Signs which, although marginally the higher, included some free attention to the existing skate park sign.

### **8.5 Opening and launch**

In view of the project delays, we agreed that we will have a 'soft' opening once the play area has been safety cleared (inspection arranged for 2 December) followed by an official launch to be arranged for the new year.

## **8.6 Sustainability grant**

We noted TB's revised suggestions for Sustainability Grant, which MC will now reformat into a draft submission for comment by the Facilitator.

## **8.7 Plants and planting**

8.7.1 Lynn had kindly investigated the specification for plants and planting and expressed some reservations, particularly regarding the safety aspects of some plants.

8.7.2 Two colleagues expressed concerns that they had never seen these specification details. **[Update: it has subsequently been confirmed that these details were part of the specification e-mailed to all Trustees on 18 February 2011 and discussed with the designer at the meeting on 24 February].**

8.7.3 Agreed that MC and LH would liaise to expedite completion of planting in the most appropriate way.

## **9 Fund raising update**

### **9.1 Calendar**

Almost all calendars have already been sold. TB tabled a financial statement showing a projected net surplus of £1,430.

### **9.2 Christmas party**

TB tabled financial statements showing a (adjusted) projected net surplus of £398 for the party and £944 for the raffle assuming all tickets sold, which seems probable.

### **9.3 Thanks**

We expressed gratitude to Tanya and her band of helpers for these efforts (total projected surpluses of over £2,700).

**The meeting closed at 10.15 approx.**

## **Next meeting**

Thursday 15 December, 2011, 19.00 at the Pavilion.