

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

### **Minutes of meeting on 26 April 2012**

**Place:** The Pavilion

**Time:** 19.00

<b>Present:</b>	Tanya Bunting	Trustee/Vice-Chair
	Stuart Kierman	Trustee/Treasurer
	Pam Melton	Trustee/Secretary
	Jill Ahearn	Trustee/Minutes Secretary
	Kevin Semper	Hungate Rovers FC
	Amy Taylor	Friend
	Kat Norfolk	Friend
	Chris Burke	Friend
	Robert Else	Friend
	Linda Else	Friend
	Kanita Oakey-Kierman	Friend

#### **Apologies**

Michael Clayton  
Lynn Hay  
Sarah Means

#### **Welcome visitors**

SK welcomed new visitors. He explained our charitable status and about trustee responsibilities and a bit about how we operated. He also handed out a copy of our constitution and the Charity Commission guide "The Essential Trustee" to the visitors as potential trustees. It was recommended they read this and come to a couple of meetings and if still interested can come on as a trustee at our AGM (possibly June).

#### **1 Chair**

TB appointed Chair for the meeting.

#### **2 Minutes of meeting held on 29 March 2012**

Agreed.

#### **3 Matters arising**

SK confirmed the hiring of the pitches to Gaultree FC on a Saturday pm for an adult team from August/September, subject to their FA affiliation.

SK confirmed that he will be attending the Hungate Rovers presentation evening on the 11<sup>th</sup> May at Tydd St Giles community centre.

#### **4 Matters outstanding from previous meetings**

We reviewed the following outstanding matters:

##### **Risk management**

TB completed risk assessment 25<sup>th</sup> April 2012. Outcome from that assessment were; Tractor repairs had been done by Robert Else. Sandpit sand change required quarterly. D Bolt loose – Chris Burke fixed this and he thinks bolts are being loosed by the older children. Mesh on small mound loose and is a tripping hazard – needs pinning.

Large mound a lot of water gathered at the bottom of the trench. Considered to be a risk and needs under draining – Robert Else and Chris Burke volunteered to pipe the mound. SK will get clearance for this from EPC and the drainage board (if needed). Water sitting at the bottom of the big silver slide – bottom of the mound under the slide needs building up. Big steps covered with mud very slippery – needs mud clearing. Lot of nettles have grown – PM to try and arrange for Terry Wiles to come and spray the nettles.

##### **Insurances – market testing**

SK will refer in his report.

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

MC is preparing a discussion document. No further progress.

##### **Governance - good practice for Trustees**

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

#### **5 Secretary's report**

The Playing Field magazine was received.

#### **6 Treasurer's report**

##### **6.1 Balances at 23 February 2012**

<b>Account</b>	<b>£</b>
Current account	1,486
Deposit account	2,684

Insurance renewal from AON received –premium £2,956 (approx £318 more than PY although of course includes the new play equipment cover for a full year). From research of other providers and quotes received no material improvement for the same cover. SK therefore recommended staying with existing insurer.

## 6.2 Payments made since last meeting

Item	£
Burton Property Mtce – Cleaning (to 06/04/12)	75.00
Fenland Fire Appliance	93.53
M Clayton (Exps- postage, stationery etc 2011/12)	42.39
NPFA – 2012/13 Sub	20.00
NRCC- 2012/13 Sub	15.00

### Expenses re Play area:

Cash Drawn	50.00
T Bunting- re t shirts	27.00
T Bunting- Balance of expenses	39.90
M Arlott (Bouncy Castle)	160.00
K Clayton (Face painting etc)	150.00
J McCourt (Food)	150.00

(Grant funding includes up to £500 for launch expenses which will be reimbursed in due course)

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

Quarterly grant due ex EPC and expected imminently.

## 6.3 Pitch income

All pitch hire fees etc billed up to end of March 2012 and received. Amount banked since last meeting - £464.

## 6.4 Update re maintenance etc.

As indicated at the last meeting SK met with Bob Waterfield and Nick (All Type fencing) to reassess the issue of youngsters being able to access round the second field gate after closing of gates which was causing problems for Nicola. It was agreed that Nick would extend the fence by one length towards the centre of the ditch and move the splays to that central position. This work has been completed which is hoped will help with the problem.

Prior to the launch TB & SK identified a risk from a few uneven and loose slabs on the path alongside the bowling green. Sloans were asked to remedy, as necessary, prior to the launch day which they did and to date have not received any bill for this work.

The hedges, adjacent to the play areas, have been trimmed back by the Bowls Club.

SK has noted that the alarm, in relation to the pumping station, has gone off twice in recent weeks. Sloans have had a look and found no obvious problem in the chambers and reset the pumps which appear to be operating normally. They suggested however that it would be advisable to have it checked out by a specialist. SK arranged for Durapump Ltd to visit and make a check who found some debris around the pump causing the intermittent alarm.

## **7 Emneth Community Play Area - report of Project Manager**

### **7.1 Project plan**

Project Plan showing updates from previous report submitted on 29 March were emailed to all Committee members prior to the meeting on 26 April 2012.

Invoice to NPFA for grant (£1,500) and magazine article to NPFA - I have extended the target date for these tasks to 31 May. It does not cause any problem (except for me).

End of contract retention period for notifying defects and final inspection is 1<sup>st</sup> June 2012.

Final grant claim/progress report is 30<sup>th</sup> June 2012.

### **7.2 Budget update**

There are no changes to the budget control sheet (v7) submitted at the last meeting. We are still projecting a net overspend of £9.32 but with unused contingency of £22.50. This assumes the following:

- That there is no more expenditure to come on materials for community input. - **TB confirmed at the meeting that there would be no more expenditure to come on materials.**
- That we have an additional charge of £300 to come from CGM for the extended hire of HERAS fencing (**update – no change to this**).

### **7.3 Sustainability grant plan**

The revised claim has been approved and copied to all Trustees together with the Community Spaces offer letter which will be the basis of a new legal agreement. I **asked for confirmation that all Trustees have read and understood this but so far have only heard from Stuart and Tanya.** I have sent off the formal acceptance forms and am now waiting to hear from CS that the grant arrangements are in place and that we can draw down the money. I have asked for grant in two installments - £2,900 immediately and £600 (marquee) by 31 May.

I have now submitted the first claim (thanks for your help Stuart). Once I hear that it is accepted and that payment is assured I will give the green light for spending. Please note again the rules:

- 1) Unless we have CS prior approval we can only spend for the purposes and amounts in our application and offer letter (both of these have been sent to all Trustees).
- 2) All requests to vary purposes and amounts must be channeled through me.
- 3) We must obtain VAT invoices and/or receipts for all purchases (unless VAT is napplicable).
- 4) All expenditure must be complete by 30 November 2012.
- 5) Close working between Tanya, Stuart and me is essential for monitoring and controlling payments.

I envisage some payment turn-round problems with the Parish Council. I am taking this up with the Clerk and will advise further.

#### **7.4 Zip-wire**

On 18 April I received an e-mail from Eibe Play Ltd advising that this has been installed incorrectly and should be reinstalled. A detailed technical explanation was provided but I do not understand it. Nigel has taken this up for us and has sought clarification – answers are awaited. In my opinion, it could be that some sense is being lost in translation (German/English). I have said to both Nigel and CGM that what we should do is first make sure that we have received and understood all the relevant information from Eibe and then jointly agree a way forward. I think that a further site meeting will be necessary. I will keep the Committee updated.

#### **Update on 25 April 2012**

Nigel has now received clarification to his further questions. Eibe now categorically advise that the zip-wire has been installed incorrectly and must be re-installed. They have given full details. I am waiting to hear CGM's response to this. I need the Committee's authority to issue a formal defect notification should this prove necessary. We hold contract retention of £1.300 approx. I will keep the Committee advised. – **Committee agreed to give MC the authority to implement a formal defect procedure should this prove necessary.**

#### **8 Maintenance plan**

Agreed to carry forward to next meeting when LH can attend.

#### **9 Caretaking Issues**

Regarding gate closures NL is now just shouting out “**Now locking up!**” she will then lock up and it's up to the children to make their way out before gates are locked.

#### **10 Other business**

It was discussed and agreed that it would be beneficial to have a larger hard standing area outside the pavilion for events and to benefit keeping the pavilion cleaner. SK to communicate to Bob Waterfield with regards to possible funding assistance to extend the hard standing area outside double doors of the pavilion.

TB enquired about the money from the first bag pack, SK confirmed there was a sum of money (information not to hand on the amount) but not enough funding at present to release the money for spending on new play equipment.

**The meeting closed at 9pm approx.**

#### **Next meeting**

Thursday 31<sup>st</sup> May 2012, 19.00 at the Pavilion.