

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

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

**Place:** The Pavilion

**Time:** 19.00

<b>Present:</b>	Tanya Bunting	Trustee/Vice-Chair
	Stuart Kierman	Trustee/Treasurer
	Pam Melton	Trustee/Secretary
	Yvonne Howard	Trustee
	Jill Ahearn	Trustee/Minutes Secretary
	Michael Clayton	Project Manager
	Lynn Hay	Friend
	Sarah Means	Friend
	Mike Wiles	Emneth Parish Council
	Kevin Semper	Hungate Rovers FC

#### **Apologies**

None

#### **1 Chair**

SK appointed Chair for the meeting.

#### **2 Minutes of meeting held on 15 December 2011**

Agreed.

#### **3 Matters arising**

None.

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

We reviewed the following outstanding matters:

##### **Risk management**

No further progress. SK and TB to liaise.

##### **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**

MC still has to follow up non-reply to our last communication. MW volunteered to put cutting of hedge to Parish Council.

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

MC is still working on a folder of key documentation for Trustees. Copies of 'The Essential Trustee' were issued to MW and KS.

### **Security fencing**

Almost complete except for provision of entrance sign (being made) and adjustment of splays.

### **Building management and maintenance**

Professional support – no further progress.

### **Repair and increased provision of security lights**

Covered in Item 8.

## **5 Governance**

### **5.1 Outstanding Trustee appointments**

Emneth Parish Council

Mr M Wiles attended. Trustee appointment on hold pending his readiness. SK issued MW a Trustee eligibility and declaration form.

**Update: Mr. Wiles has since notified his decision not to seek appointment as the PC's representative.**

Hungate Rovers FC

Mr K Semper (Club Chairman) attended. Trustee appointment on hold pending a suitable representative. SK issued KS a Trustee eligibility and declaration form. MC still willing to meet with Club to discuss matter.

### **5.2 Election of Sarah Means as Trustee**

Sarah had indicated her wish to stand for election as Trustee and she was duly elected by a unanimous vote of all Trustees present in accordance with the Constitution (4.3). Sarah signed the declaration of acceptance and eligibility.

## **6 Secretary's report**

A complaint received regarding (gate) opening times. SK had already agreed with the caretaker that the gates would be opened no later than 8.30am consistently.

## **7 Treasurer's report**

### **7.1 Balances at 26 January 2012**

<b>Account</b>	<b>£</b>
Current account	3521
Deposit account	2684

## 7.2 Payments made since last meeting

<b>Item</b>	<b>£</b>
Fenland Hygiene - (cleaning materials)	54.22
Anglian Water (both pavilions)	94.35
Tanya Bunting (re-imburse expenses re Xmas party)	36.44
Fen Regis Trophies (re M Clayton recognition award)	45.95
BCKLWN (2012 Lottery License)	20.00
Sloan Building & Maintenance Ltd (Emergency repair & materials)	386.80
Lyn Hay (re-imburse re planting materials)	42.27
British Gas (Gas-new pavilion)	92.44
Eon (Electric-both pavilions)	361.60
FRW (UK) Ltd (Roof external repairs)	813.60

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

## 7.3 Pitch income

Pitch fees have been billed up to end of December and received. Amount banked since last meeting - £278.50.

## 7.4 Other income

Xmas party ticket money- £300, Xmas raffle money- £226 and Calendar money- £160 all has been banked.

Quarterly grant of £625 due from Emneth Parish Council has been received.

## 8 Pavilion Repairs

SK reported that FRW Building Services completed the external repair 2<sup>nd</sup> wk in January. Internal repairs to commence w/c 29<sup>th</sup> January. SK met with DJ Electrical regarding repairs to external lights also looking at water heater. SK advised that Dura Pump were due to attend on 3 February to service pump station and alarm. All Type Fencing coming to repair height barrier retainer bent pin.

## 9 Emneth Community Play Area - report of Project Manager

### 9.1 Project plan

MC circulated an updated plan (v5), the key features of which were:

- Project physically complete and open for use;
- Signage due for installation w/c 30<sup>th</sup> January 2012;
- End of contract retention period for notification of defects – 1<sup>st</sup> June 2012;
- Submission of final report to BFL due 30<sup>th</sup> June 2012.

## 9.2 Budget update

MC circulated v5 of the budget update. Planned expenditure now showed as £64.40 over budget with only £10 remaining from unallocated contingency.

## 9.3 Grant claims and reports

Grant claims/report no.4 had been submitted to BFL since the last meeting

## 9.4 Plants and planting

MC submitted a suggestion he had received that in order to eliminate completely any possible conflict between plants and toddlers, the hedge proposed for the boundary of the toddlers' area should be planted instead to the north side of the large mound. After discussion, the Committee firstly voted not to use hedge plants in the toddler area – all agreed except YH who abstained. Secondly we voted on using the hedge plants north side of the large mound – all agreed except YH who abstained.

## 9.5 Launch

We agreed to hold the launch event on 9 April 2012 (Easter Monday). TB and MC to liaise to draw up a detailed plan.

## 9.6 Sustainability grant

Further to the draft application agreed at the last meeting, MC now reported that if the launch is at Easter, we will not need the Easter event that had been included and he had spread this provision over the other events.

## 9.7 Safety inspections

MC reminded the Committee that it should now implement a regular programme of safety checks to include a reporting back procedure.

## 9.8 The mound

MC reminded the Committee that dry conditions in Autumn had inhibited the growth of grass seed and the upper slopes of the mound are largely bare. He had discussed this with Lee Broughton, a professional landscaper who has been helping Lynn with the planting. Lee suggests that we try to do a quick fix before the mound starts to get some intensive use in the Spring. He has provided two alternative quotes. For turf, his price is £5,200 including VAT. He does not recommend turf because he thinks the gradient of the slopes is not suitable for turfing. For seeding with a durable, hard wearing seed his price is £1,150 including VAT. The project budget cannot sustain this and it would have to be met from the Committee's own resources. MC recommended this course of action. After careful discussion the Committee agreed to go ahead with the re seeding of the mound. **Update: When planting the hedge plants (Sun 29 Jan) it came apparent to the Committee members who was there, that the mound was under intensive use already with children playing/sliding up and down. The Committee members felt that even with durable, hard wearing seed being planted that it would not have a chance to take due to with the mound being the main attraction for the children to play on.**

## 10 Plants and planting

LH reported that all borders had now been planted thanks to our helpful volunteers. Hedge plants are due to be planted Sunday 29 January. Volunteers are to be split into a morning session starting at 10am and afternoon session starting at 1pm.

**11 Fund raising update**

TB reported final outcomes of 2011 fundraising.

**11.1 Calendar**

TB circulated final outcome report showing total profit made.

**11.2 Christmas party (incl. Raffle)**

TB circulated final outcome report showing total profit made.

**12 Purchasing of further play equipment**

Gary Bunting, Robert Else, Gary Means and Tim Milligan in process of removing the equipment from its present site. Large climbing frame going to Cousins to be stored and cleaned. All equipment is planned to be installed before launch date.

**13 Other business**

MW – MC meeting Sunday 29<sup>th</sup> re welcome arch. **Update: did not take place – see 5.1 above.**

**The meeting closed at 9.30pm approx.**

**Next meeting**

Thursday 23 February 2012 19.00 at the Pavilion.