

Emneth Playing Field Committee (Charity no. 802015)

Minutes of meeting on 26 July 2012

Place: The Pavilion

Time: 19.00

Present:	Tanya Bunting	Trustee/Vice-Chair
	Stuart Kierman	Trustee/Treasurer
	Jill Ahearn	Trustee/Secretary
	Sarah Means	Trustee
	Chris Burke	Trustee
	Michael Clayton	Project Manager
	Peter Oliver	Emneth Parish Council Representative

Apologies

Robert & Linda Else, Kat Norfolk, Amy Taylor, Kanita Oakey-Kierman and Kevin Semper.

1 Chair

SK appointed Chair for the meeting.

2 Minutes of meeting held on 28 June 2012

Agreed.

3 Matters arising

Update: SK has discussed the situation regarding the cutting of the play area with Bob Waterfield (EPC) and he has advised that it is agreed for the contractors to now cut on a fortnightly rota and will be ratified at their next meeting.

*TB has been in correspondence with the suppliers of the marquees over the missing pieces to one marquee. They ultimately agreed to take back the incomplete marquee which has now been collected and £100 has been refunded. **Chq £100 handed to PO.***

4 Matters outstanding from previous meetings

We reviewed the following outstanding matters:

Future of the old pavilion

MC is preparing a discussion document. **MC is now starting work on this.**

Drainage Work – Play area

SK to liaise with Bob Waterfield to arrange.

Extension of Hard-standing area

No progress to date.

5 Risk management

Loose chain hanging on basket swing – to be fixed yet again. All repairs and alterations stated in the minutes on 28th June have been completed.

6 Secretary's report

Invoice for medals (used in Teddy Bears Picnic 24th June) received.

Received two letters 1) Pam Melton 2) Yvonne Howard- both letters were read out in full by JA and discussed at length by the Committee. YH comments were duly noted and the Committee agreed that a copy of the minutes is to be sent to her once approved.

A letter of response is to be drafted to YH acknowledging her comments and to thank her for her tenure as a Trustee.

A letter is to be drafted to PM to thank her for her tenure as a trustee and many years acting as Secretary/Treasurer.

7 Treasurer's report

SK brought to the Committee's attention that due to PM stepping down Secretary he became the only signatory on the cheques, so because of this he has suggested both JA and TB to become additional signatories. At the present time TB is unable to undertake this as not able to produce ID in the correct name. It was agreed for JA to become joint signatory now and TB at a later date. The necessary bank mandate forms will be submitted very shortly.

Nicola and Alex have reported this week some members of the travelling community trying to gain access under the height barrier. This barrier appeared to be adequate however for the next few days it was agreed to keep the main car park gates shut during the day thus deterring the travellers further and hopefully ensuring they move on to a different area. MC offered to produce a draft for a sign to put on the gates to explain to the public etc.

7.1 Balances at 26 July 2012

Account	£
Current account	978
Deposit account	1084

7.2 Payments made since last meeting

Item	£
Burton Property Mtce – Cleaning (to 08/07/12)	45.00
Eon (Electric-final bill to 30/06/12) (moved to British Gas from 01/07/12)	468.10
Mrs Y Howard (reimbursement for screws purchased)	2.97
Terry Wiles (spraying car park & frontage)	30.00
Paid out re sustainability grant:	
Cash – for purchase of gardening equipment	300.00

7.3 Pitch income

All pitch hire fees etc billed up to end of June 2012 - £112.50 received.

Other income

Quarterly grant received ex EPC - £750.

Repayment of expenditure borne by EPFC, in relation to the Play Area and Skate Park projects, is expected from EPC shortly totaling approximately £1,143.

We have also requested from EPC a further advance of £1,000 from the Sustainability Grant money received to fund anticipated expenditure for the summer event etc.

8 Emneth Community Play Area

8.1 Project Manager's report

Project Plan showing updates from previous report submitted on 28 June were handed to all Committee and non-committee members at the meeting.

8.2 Budget update

There are no further changes to the position reported at the last meeting and the final underspend on the main project is £22.24. The financial statement for delivery grant usage has been agreed with the Parish Council who are arranging to reimburse the Committee for directly paid costs.

8.3 Sustainability grant plan

The full amount of £3,500 has been paid to the Parish Council from whom a further cash advance of £1,000 has been requested in order to meet immediate bills (£300 passed to CB to purchase gardening tools). MC is in close consultation with Tanya and Stuart to monitor expenditure. All spending is to be completed by 30 November.

SK reminded the committee members that RoSPA training event will be on Sunday 5th August starting 10am, and another reminder given that when purchasing anything all invoices are to be addressed to Emneth Parish Council and with VAT number where applicable.

TB advised that arrangements were all in hand as regards the summer event on 27 August

8.4 Final grant claim/progress report

We continue to withhold the CGM contract retention of £1,315 and I have therefore asked BLF for a further extension until 31 August 2012.

8.5 Zip-wire

A reminder of Nigel Boldero's advice, details of which have been passed to and accepted by CGM was attached to MC Project Plan report.

8.6 Maintenance plan

Gardening tools are to be purchased by CB.

Grass cutting – Covered under matters arising.

YH purchased and delivered screws to Robert Else, as agreed at the last meeting.

CB informed Committee that ratchets and clips for marquees have arrived.

9 Other Business

SM- While doing some litter collection she noticed most rubbish was around the basket swing this is positioned quite far from both bins – SM suggested a new bin be purchased for around this area. SK will liaise with NL about her view on the bins, as the main litter collector, and we can then consider further.

The meeting closed at 8.55pm (approx).

Next meeting:

Thursday 30 August 2012 at 19.00