

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

**Minutes of meeting on 27 January 2011** **Draft subject to approval at the next meeting of the Committee**

**Place:** The Pavilion, Hungate Road

**Time:** 19.00

**Present:** Michael Clayton Chair/Trustee  
Tanya Bunting Vice Chair/Trustee  
Yvonne Howard Emneth Parish Council representative/Trustee  
Ken Jones Trustee

**Apologies:** Pam Melton Secretary/Trustee  
Stuart Kierman Treasurer/Trustee  
Pam Thorpe Trustee

**1 Minutes of meeting held on 2 December 2010**

Agreed.

**2 Matters arising**

**Minute 2: Commemorating Derrick Melton**

The plaque has been collected and paid for and is ready for installation.

**Minute 8.1: risk management**

No further progress yet.

**Minute 8.2: future of old pavilion**

We agreed that Mike will produce a report setting out options.

**Minute 12.4.3**

A full (and favourable) reference from Nigel Boldero had now been received from Mepal Parish Council and was circulated.

**3 Secretary's report**

No report.

**4 Treasurer's report**

Stuart had provided a written report as follows:

**4.1 Balances at 26/01/2011**

<b>Account</b>	<b>£</b>
Current account	3,372
Deposit account	2,682

**4.2 Emneth Parish Council Grant**

The latest amount of £625 has been received.

#### **4.3 Payments made since last meeting**

<b>Item</b>	<b>£</b>
Fen Regis Trophies (memorial plaque)	47.00
Burton Property Services (4 weeks cleaning)	60.00
BC of KL&WN (2011 lottery licence)	20.00
Anglian Water (6 months water)	145.65
Fenland Hygiene (cleaning materials)	26.18
British Gas (1 quarter gas)	164.99
Eon (1 quarter electric)	127.22

No bills were outstanding.

#### **4.4 Pitch income**

Pitch fees have been billed to 31 December and all income has been received except £26 which is outstanding from Emneth Spartans (Ken handed in a cheque for this at the meeting).

#### **5 Parish Council liaison**

Yvonne had nothing to report.

#### **6 Children's Christmas Party – 11 December 2010**

6.1 Stuart had provided a financial statement for this function. Gross proceeds from tickets and the raffle had been £1,055; expenses had been £305, leaving a net surplus of £750. Most raffle prizes had been donated and we are extremely grateful to all donors. We thanked Tanya for her efforts in making this such a success.

6.2 We discussed the possibility of a repeat event this year, possibly also including adults and maybe with an earlier launch of a lottery to be drawn at the same event. Tanya agreed to give thought to this and we will discuss again later in the year.

#### **7 SNAP funding – small capital projects**

7.1 Stuart had attended the SNAP meeting on 7 January at which bids for their total annual funding budget (£2,000) for the current financial year were considered. We have been awarded funding of £666, which must be spent on approved purposes by 31 March 2011. The approved purpose is boxing-in drain pipes as an anti-climb measure – estimated cost £1,243 including VAT, a shortfall of £577. However, expenditure on repairs at a cost of £579 (including VAT) is an essential pre-requisite.

7.2 Yvonne queried whether any of the damage repairs is covered by insurance. This will be clarified with Stuart.

7.3 Subject to resolving the insurance position, we agreed:

- 1 To carry out repairs at a cost of £579.

- 2 To ask Emneth Parish Council if they will agree to bridge the funding gap on improvements of £577.
- 3 Subject to the above, to arrange for boxing in the drain pipes at a cost of £1,243.

## **8 Emneth Community Play Area**

### **8.1 Summary of key events since the last meeting**

<b>2010</b>	<b>Activity</b>
6 December	Second public meeting – <i>Friends of Emneth Playing Field</i> .
7 December	Meeting with Nigel Boldero to discuss design brief.
7 December	Michael Clayton attended meeting of Emneth Parish Council to report progress to date and request formal confirmation of funding and landowner consent as required by para 20 of BLF Guidance Notes
8 December	Second meeting with BLF Facilitator to discuss progress.
10 December	Capital grant application submitted to King's Lynn & West Norfolk Borough Council
11 December	Kids' Xmas party.
<b>2011</b>	
17 January	Meeting with Nigel Boldero to discuss sketch design.
24 January	Consultation day on sketch design – on display at Central Hall and evening presentation by Nigel Boldero.
25 January	Mike in Marshland High School to consult youth.
27 January	Mike in Emneth Primary School to consult children on sketch design.

### **8.2 Future timetable**

<b>2011</b>	<b>Activity</b>
2 February	Meeting with Nigel Boldero to discuss consultation on sketch design.
24 February	Meeting for Nigel Boldero to present final design.
15 March	Formal opening of tenders.
28 March	Final meeting with BLF Facilitator before he submits our Stage 2 bid.
28 March	Meeting to select preferred supplier(s).
6 April	Deadline for submission of BLF <i>Changing Spaces/Community Spaces</i> Stage 2 bid.
15 June	Approximate latest date for knowing outcome of Stage 2 bid.

### **8.3 Approval of sketch design**

Mike reminded colleagues that the meeting to submit final comments on the sketch design will be on 2 February, when we will need to come to a view on the main design principles, particularly the issue of security fencing. At that meeting he will present a summary of the results of the consultation programme.

**The meeting ended at 19.55.**

**Next meeting**

Thursday 17 February 2011, 19.00 at the Pavilion.