

Emneth Playing Field Committee (Charity no. 802015)

Minutes of meeting on 27 September 2012

Place: The Pavilion

Time: 19.00

Present:	Tanya Bunting	Trustee/Vice-Chair
	Stuart Kierman	Trustee/Treasurer
	Jill Ahearn	Trustee/Secretary
	Sarah Means	Trustee
	Robert Else	Friend
	Linda Else	Friend

1 **Chair**

SK appointed Chair for the meeting.

2 **Apologies**

Michael Clayton, Kanita Oakey-Kierman, Peter Oliver & Chris Burke

3 **Minutes of meeting held on 30 August 2012**

Agreed.

4 **Matters arising**

-SK investigated prices into RoSPA doing a full safety inspection. Full inspection is due December 2012. **Outcome:** an inspection in sync (April/May) would cost £65 + VAT and a one off inspection in December would cost £200 + VAT. As an inspection is required by December the Committee agreed to change to RoSPA and pay the one off fee of £200 +VAT. Thereafter it will revert to May each year.

-JA has agreed to be the new lottery promoter and the necessary paperwork was being dealt with.

5 **Matters outstanding from previous meetings**

Future of the old pavilion

MC is preparing a discussion document. **-In progress.**

Drainage Work – Play area

SK – not yet been able to progress.

Extension of Hard-standing area

Deferred until after winter 2012/13.

6 **Risk management**

No new issues.

7 **Secretary's report**

NPFA (Norfolk Playing Fields Association) issued their first edition of their own newsletter, which was handed round the table, and included the feature submitted by MC. After this edition they will issue the newsletter quarterly to all members.

Invoice handed to SK from Emneth Primary School for cost of printing fliers for The Summer Fun Day.

8 Treasurer's report

8.1 Financial update

Balances at 27 September 2012

Account	£
Current account	2,445
Deposit account	1,085

Payments made since last meeting:

Item	£
Burton Property Mtce – Cleaning (to 21/09/12)	45.00
British Gas (Electric-bill to 31/08/12)	38.91
British Gas (Gas – q/e 31/08/12)	95.43
Gamajo Tech (Website hosting renewal)	27.13
Kings Lynn IDB (cutting dykes)	252.00
Anglian Water (both pavilions 3 month to 29/08)	52.79
Burton Property Maintenance (Repairs to old PAV)	306.57
Anglia Locksmiths (key cutting)	16.00

Paid out re sustainability grant:

J Ahearn (re medals)	24.24
T Bunting (exps)	4.98
S Means (exps)	11.48
K Norfolk (re summer event)	27.32

Pitch income

All pitch hire fees etc billed up to end of Aug 2012 - £191.00 received.

The RoSPA training fee (£560) has been reimbursed ex EPC from the sustainability grant.

Other income

EPC quarterly grant (to September 2012) received - £750.

8.2 General update

-Since our last meeting we have had two break-ins into the old pavilion, on the 1st occasion there were some damage to doors and locks but nothing was stolen, Burton Property Maintenance was called to replace locks and repair damage to various doors to cost of £306.57. On the 2nd occasion handles were snapped off and one door broken but the intruders did not gain access into the old pavilion. On both incidences the police turned up took finger prints etc. Though nothing was stolen the marquees are now being stored with NL (caretaker) in their out-buildings as this was considered to be safer.

- An Email has been received from a parent (Mr Norton) via EPC. This stated that his daughter sustained a serious knee injury by kicking the basket swing, in an incident on 28 June 2012 and indicating that he/she thought the equipment to be too heavy. SK acknowledged the email to say that we were sorry to hear of the incident which was being looked into and that we have reported the incident to our insurance company. Our insurance company (public liability dept.) is to contact SK to arrange an inspection of the basket swing and prepare a report in due course.

9 Emneth Community Play Area

9.1 Project Manager's report

No new updates to report. Liaison regarding the zip wire is ongoing.

9.2 Sustainability grant

CB has still to deal with purchase of gardening equipment – TB to chase.

JA to purchase Maypole by the next meeting.

The “Halloween” event to be held on 31 October was discussed at length and committee agreed that the marquees would need to be erected Tuesday tea time ready for Wednesday afternoon. Main attractions had already been book by TB. SM to get 50 pumpkins, JA to get 50 apples and design poster/fliers advertising the event – fliers to be ready to go in the school book bags by Monday 22 October.

9.3 Maintenance

The climbing frame repairs have been completed – RE asked if we are planning on painting the climbing frame, Committee agreed to the painting of the climbing frame but this would be looked at next spring.

A gardening “team” of people is required to undertake a cleanup and weed of the play area and would try to be arranged for Sunday 7 October between 9-11am. Committee agreed to cut the Pyracantha hedge surrounding the bowling club (sides bordering park only).

10 Other Business

TB – gentle reminder that Christmas is fast approaching us and prizes for the Christmas raffle are needed and for all to consider obtaining donations/sponsorship for the main prizes.

The meeting closed at 8.45pm (approx).

Next meeting:

Thursday 1 November 2012 at 19.00