

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

### **Minutes of meeting on 28 February 2013**

**Place:** The Pavilion

**Time:** 19.00

<b>Present:</b>	Tanya Bunting	Trustee/Vice-Chair
	Stuart Kierman	Trustee/Treasurer
	Sarah Means	Trustee
	Chris Burke	Trustee
	Kanita Oakey-Kierman	Trustee

#### **1 Chair**

SK appointed Chair for the meeting.

#### **2 Apologies**

Michael Clayton, Jill Ahearn.

#### **3 Minutes of meeting held on 24 January 2013**

Agreed.

#### **4 Matters arising**

SK confirmed that since the last meeting he had emailed out to colleagues the financial outcome from the fund raising (xmas party & draw) for information which showed a surplus of £1,012. There were no questions raised.

SK confirmed that the website had now been updated with committee minutes (to December 2012).

#### **5 Matters outstanding from previous meetings**

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

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

##### **Drainage Work – Play area**

SK – to liaise with BW regarding timing for work.

##### **Extension of Hard-standing area**

Deferred until after winter 2012/13. TB to speak to Chris Upton.

##### **Car Park**

SK has met and discussed improvement work for car park with Supercrete Groundworks and Brian Chilvers-awaiting quotes from both. It was agreed to request that quotes be received to include a tarmac option.

#### **6 Risk management**

SM reported on her risk assessment check from end of January. No major issues. It was noted that a wooden slat on a picnic table had been broken. CB agreed to repair.

**(Update: see 9.3 below).**

It was agreed that CB would undertake a check shortly (for February) and that SM and KK would do the next one together later in March.

## **7 Secretary's report**

In JA's absence SK reported the only correspondence to be a form received from KL&WNBC which requires details of fundraising draws in 2012 to be returned. SK to deal with shortly.

## **8 Treasurer's report**

### **8.1 Financial update**

#### **Balances at 28 February 2013**

<b>Account</b>	<b>£</b>
Current account	3,980
Deposit account	1,085

#### **Payments made since last meeting:**

##### **Item**

British Gas (Electric- to 28/01/13)	143.64
Burton Property Mtce (Cleaning-Jan)	45.00
B&Q (new padlock & keys-main gate)	15.98
NTVLO (TV Licence- 1 quarter)	37.62
Collier Turf Care (Marking Chalk)	130.85

No outstanding bills.

##### **Pitch income**

All pitch hire fees etc. billed up to end of Jan 2013 - £273.00 received.  
No fees outstanding.

##### **Other income**

No other income.

CB queried why we were paying the TV licence. SK explained that it was agreed some two or three years ago for a TV to be installed for the benefit of users and the committee when needed. It was agreed for HRYFC to pay for the TV and installation and the committee to pay the licence.

It was discussed and agreed that we should consider if this licence cost should be passed to HRYFC in the future if the TV was wanting to continue to be available.

### **8.2 General update**

SK still liaising with BW re "mole" problem.

Key to main car park gate snapped in lock-padlock and keys replaced.

Handle to back door of old pavilion broken off. SK arranging for Burton Property Maintenance to deal with it.

## **9 Emneth Community Play Area**

### **9.1 Project Manager's report**

The committee had been updated recently by email and had received a report from MC. The Zip-wire situation was the main issue of concern and in the circumstances it was necessary to consider who we wished to undertake the required work in the light of

information available including the quoted costs for such work received from CGM (circa £1,000) and Eibe (£3,318.07 before use of retention money £1,315). After much deliberation it was felt that although more expensive to ensure the job done correctly it was better to go with Eibe and this was agreed. It was also agreed that we would then need to seek financial assistance to this work from EPC due to EPFC not having sufficient available funds.

## **9.2 Sustainability grant**

MC, in conjunction with SK, had prepared a Financial Statement relating to the sustainability grant a copy of which was distributed. SK gave a brief overview of the figures which he had also provided to EPC for their agreement as the accountable body. It was noted from a very recent email that the indicated surplus grant received in the sum of £205.80 was approved to be able to retained and utilised for an “approved” purpose which means a use similar to that we were previously spending on. If a further event is to be held this year then this can be used towards the cost thereof. A final decision on the use of that sum is to be made.

## **9.3 Maintenance**

It was noted that in addition to the wooden slat repair needed to the picnic table that it also still needed securing back to the ground. This provoked a more broader question about who we could use to do such repairs that could not be dealt with ourselves. TB made a suggestion that Steve Ross (who is known to all) could be considered as it was known he could deal with general maintenance matters. It was agreed to ask SR to undertake a general/routine type jobs for the play area and pavilion and see how it went. It was agreed that we would need to be presented with a bill indicating his time and any materials before payment. It was then decided to ask him to look at the picnic table repairs indicated earlier, which TB agreed to do.

## **10 Other Business**

None

**The meeting closed at 8.45pm (approx).**

### **Next meeting:**

Thursday 28 March 2013 at 19.00