

Emneth Playing Field Committee (Charity no. 802015)

Minutes of meeting on 28 July 2011
the Committee

Draft subject to approval at the next meeting of

Place: The Pavilion, Hungate Road

Time: 19.00

Present:	Michael Clayton	Trustee/Chair
	Tanya Bunting	Trustee/Vice-Chair
	Stuart Kierman	Trustee/Treasurer
	Pam Melton	Trustee/Secretary
	Yvonne Howard	Trustee

Apologies Ken Jones Trustee

1 Update on Trustees

We noted the following position:

Ken Jones	Elected but will decide on position after a couple of months.
Emneth Parish Council	No appointment yet.
Hungate Rovers FC	MC due to meet to discuss.
Emneth Outdoor Bowls Club	No reply to e-mails 2 & 23 June.

2 Minutes of meeting held on 23 June 2011

Agreed.

3 Matters arising

Minute 3: risk management

No further progress.

Minute 3: insurances

No progress yet.

Minute 3: post of Caretaker

No progress yet.

Minute 9: business rates

100% charity relief has now been granted for the new pavilion.

Minute 13: Norfolk Playing Fields Association

Michael Clayton has been re-elected to Executive Committee but will resign in autumn.

4 Secretary's report

4.1 Pam suggested that the Drainage Board should be asked to clear the dyke. MC will take up with Bob Waterfield.

4.2 We agreed to arrange the annual clearance of our own dykes (Stuart will arrange).

5 Treasurer's report

Stuart reported as follows:

5.1 Balances at 28 July 2011

Account	£
Current account	738
Deposit account	2,683

5.2 Payments made since last meeting

Item	£
E-on - electricity accounts (both pavilions)	301.48
T. Wiles - strimming weeds/trimming hedge round car park + spraying weeds	60.00
P. Melton - reimbursing re new padlock for gate.	19.38
British Gas - new pavilion	46.53

No bills are outstanding.

5.3 Pitch income

Pitch fees have been billed to the end of June (£221) and all income has been received.

5.4 Parish Council grant

The June instalment of the Parish Council grant has been requested but not received.

6 Parish Council

6.1 Mike had attended the meeting of the Parish Council held on 26 July, which had decided as follows:

- Agreed to consider competitive quotations for security fencing in line with our proposals but expanded to include access control at the east end of the strip between the bowling green and the ditch.
- Agreed to consider detailed proposals for CCTV.

6.2 Mike had also updated the Parish Council on the present low number of Trustees and efforts being made to address this. He had recommended a more 'hands on' approach by the Parish Council.

7 Emneth Community Play Area

7.1 Summary of key events since last meeting

2011	Activity
13 July	Notification from BLF (Community Spaces) of grant award of £49,999.
16 July	Update 5 to <i>Friends of Emneth Playing Field</i> .
20 July	MC in Emneth Primary School to notify children of grant success.
26 July	Parish Council confirmed acceptance of appointment as Accountable Body.

7.2 Grant offer from Big Lottery Fund (Community Spaces)

7.2.1 We considered the formal grant offer, copies of which had been e-mailed to all on 16 July. Mike tabled further copies of schedule 3 relating to special conditions and these were noted.

7.2.2 We agreed:

- 1 That Michael Clayton is authorised to confirm acceptance of the grant terms and conditions and is appointed Contact 1 for the project.
- 2 That Stuart Kierman is confirmed as the BLF alternative contact in respect of the project.
- 3 That Nigel Boldero of Audax Design Ltd. is appointed Lead Professional for the project in accordance with the terms set out in his proposal dated 22 November 2010.

[Note: Michael Clayton abstained from voting in view of his intention to step down from the Committee after delivery of the play area. Yvonne Howard agreed to abstain because she had not read any of the relevant documentation. Others present all voted positively.]

7.3 Assets and insurance

Stuart agreed to handle the arrangements for assets and insurances as required by the grant conditions.

7.4 Project details

Mike reported that he is currently dealing with:

- placing purchase orders with CGM and Eibe Play Ltd. – can only be done when BLF has approved grant acceptance details;
- agreeing schedule of grant claims – this depends on suppliers' payment requirements.

7.5 Fencing

To expedite the play area fencing, this will now be unbundled from the site security fencing and Mike will invite quotations.

7.6 Project timetable

No changes from the timetable set out in the agenda.

7.7 Community input

We agreed to call a *Friends* meeting for Monday 22 August for the following business:

- announcement of project details;
- identification of volunteers for planting and associated work;
- identification of leader for planting work.

7.8 Launch event – 29 October 2011 (provisional)

Tanya agreed to draw up an outline plan for this event.

7.9 Future timetable

2011	Activity
9 Aug	Deadline for acceptance of grant offer
17 Aug	Site meeting with CMG
1 Sep	Meeting with facilitator – discussion to include sustainability grant

8 Diamond Jubilee celebrations 4 June 2012

Mike reported on the second planning meeting held on 20 July. He will provide a written schedule of relevant issues discussed.

9 Hire conditions

A revised draft had been circulated by e-mail on 22 July and was agreed.

10 Trespass – July 2011

We reviewed the recent trespass that had occurred between 7 and 17 July. Stuart had been actively involved in managing the situation with Bob Waterfield (Parish Council) who had arranged the commencement of legal proceedings, which had been effective in triggering the departure. Bob had also arranged for a site clear up (presumably to be paid by the Parish Council).

11 Anti-social behaviour

We reviewed events since our last meeting. There was a general view that the Police prioritisation of the site had been reasonably effective and that there had been fewer problems than expected. We are aware that priority status might be removed at the next SNAP meeting (3 August).

12 Future of the old pavilion

12.1 We had made a site inspection before the meeting.

12.2 We agreed that the layout of the building lent itself to possible uses identified so far, i.e. teen shelter and additional storage for football clubs. Stuart had held a site meeting with Sloan Building & Maintenance Ltd who confirmed that this is structurally feasible and they will provide a written report and very broad order of cost.

12.3 We recognised that there may be other options and that public consultation will be essential.

13 Annual play safety inspection

13.1 See minute 17, 23 June 2011. Mike apologised that owing to focussing on other matters since the last meeting he had failed to progress this matter. Pam had made progress with arranging the removal of the swing chains but following discussion with Mike this has been held in abeyance in view of the imminence of the new play area.

13.2 We agreed that there has been no significant deterioration since the 2010 inspection and that there is no additional undue risk in now leaving these issues to be dealt with as part of the new play area provision.

13.3 We agreed that it is desirable for Trustees and others to receive training for play safety so that we can carry out regular checks and be more aware of issues raised by independent inspections.

13.4 We agreed that all future inspection reports should be provided to every Trustee.

14 CCTV

We considered the proposal from GB Security Ltd. and agreed as follows:

- to arrange a trip to Upwell to see how their system works (Pam will arrange);
- to defer further action until we can gauge the effectiveness of the new security fencing (assuming the Parish Council provides it).

In the meantime, Mike will thank GB Security for their input and explain the situation.

15 Fund raising (see minute 7, 23 June 2011)

15.1 Christmas function

We agreed Tanya's proposals for a children's party at Central Hall on 18 December and agreed expenditure of £30 for hall hire and £70 for the disco. Tickets to be £5. Tanya will keep us updated.

15.2 Race night

Pam still investigating.

15.3 Bag pack

Yvonne to report when Morrisons have opened.

The meeting ended at 22.10.

Next meeting

Thursday 1 September 2011, 19.00 at the Pavilion