

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

### **Minutes of meeting on 28 June 2012**

**Place:** The Pavilion

**Time:** 19.45

<b>Present:</b>	Tanya Bunting	Trustee
	Stuart Kierman	Trustee
	Jill Ahearn	Trustee
	Sarah Means	Trustee
	Chris Burke	Trustee
	Robert Else	Friend
	Linda Else	Friend
	Kanita Oakey-Kierman	Friend
	Pam Melton	Friend
	Yvonne Howard	Friend

### **Apologies**

Michael Clayton, Peter Oliver, Kat Norfolk and Amy Taylor

#### **1 Chair**

SK appointed Chair for the meeting.

#### **2 Election of Officers**

There was no nomination for the position of Chair –position remains vacant

The following officer positions were approved:

Vice Chair – Tanya Bunting

Treasurer – Stuart Kierman

Secretary – Jill Ahearn

#### **3 Minutes of meeting held on 31 May 2012**

Agreed.

#### **4 Matters arising**

None not covered by agenda.

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

We reviewed the following outstanding matters:

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

MC is preparing a discussion document. **No further progress.**

##### **Drainage Work – Play area**

Left until after June – SK to liaise with Bob to arrange.

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

Left to be looked at over the summer months. Really need it to be done before 27<sup>th</sup> August (Summer Fun Day). TB & SK to look into getting a builder to measure up and quote costs.

## **6 Risk management**

Foot rests on castle mound loose – RE looked at fixing it but longer screws required. YH said she would obtain these longer screws for RE. Basket Swing – loose chain. Fixed by SM. Little Train – Whole link come apart, whole shuttle recommend to be removed as this is a trip hazard and it is only there for decoration. Unanimous agreement by the committee to have the chain removed. Wobbly Bridge – Some parents complaining about their children falling through. The matter was discussed at length and decided that the bridge was designed to be a challenge and younger children should be supervised by their parents at all times. If it becomes more of an issue an extra small sign will be put up by the bridge area stating that younger children should be supervised by any adult.

## **7 Secretary's report**

Letter received from Anglian Water advising of a billing change to a quarterly cycle rather than six monthly.

SK advised that there has been a change of Parish Clerk to Kate Bennett.

## **8 Treasurer's report**

### **8.1 Balances at 28 June 2012**

<b>Account</b>	<b>£</b>
Current account	1088
Deposit account	1084

### **8.2 Payments made since last meeting**

<b>Item</b>	<b>£</b>
Burton Property Mtce – Cleaning (to 09/06/12)	60.00
Strattons (Empty cesspool)	65.00
Durapump Ltd (Repair re pumping station)	314.40
Anglian Water (both pavilions P/E 01/06/12)	91.64
Fenland Hygiene (cleaning materials)	37.12
British Gas (gas-new pavilion)	164.45
S & D Jarvis (sprays)	19.20
<b>Paid out re events (ex sustainability grant):</b>	
Warzone Laser Games (Deposit re August event)	50.00
J Ahearn (reimburse re toys)	52.00
Kidz Parties (24 June event)	100.00
B & J Bouncy Castle Hire (24 June event)	120.00

(Up to £500 for launch expenses incurred which will be reimbursed from grant funding in due course)

(A bill from Terry Wiles for spraying car park-£30 received but not yet paid)

### **8.3 Pitch income**

All pitch hire fees etc billed up to end of May 2012 and received. Amount banked since last meeting - £199.50.

### **Other income**

Quarterly grant requested ex EPC and expected shortly.  
£1,000 received- part of sustainability grant ex EPC.

## **9 Fees for 2012/2013 (from 1 September)**

Proposed fees were tabled by SK and discussed at length. Committee approved new fees from 1 September 2012.

## **10 Emneth Community Play Area**

### **10.1 Project Manager's report**

Project Plan showing updates from previous report submitted on 31 May were emailed to all Committee members prior to the meeting on 28 June 2012.

Final grant claim/progress report – BLF have agreed to put back to 31 July to allow time for resolution of the zip-wire defect.

### **10.2 Budget update**

V10 was distributed to all present at the meeting. There are no changes in amounts from V9. The expected invoice from CGM (already reflected in these figures) for £300 for additional fencing hire is now being issued. Apart from that, the only invoice unpaid remains the contract retention of £1,315 being withheld from CGM pending resolution of the zip-wire defect. The costs shown in V10 should therefore now be final. A financial statement has been sent to the Parish Council with a request for reimbursement of the costs paid direct by the Playing Field Committee.

### **10.3 Sustainability grant plan**

Final claim of £600 was due to be paid 14 June 2012 and MC assumes it has been received by the Parish Council. Spending can proceed in accordance with BLF terms and conditions and the detailed procedures I have indicated. All spending is to be completed by 30 November 2012. As promised at the last meeting, MC has contacted RoSPA with a view to arranging a visit from their playground safety road show, where they would visit us to deliver a half-day's training. MC distributed information regarding the course, which included a selection of dates that was available for us to choose from.

Due to the cost of this training the available grant will therefore only cover one road show visit so it will be important to have as many people on it as possible. The Committee decided on 3 dates and SK will liaise with MC and the committee on this matter.

SK reminded the committee members again that when purchasing anything all invoices are to be addressed to Emneth Parish Council and with VAT number where applicable.

#### **10.4 End of CGM contract retention period for notifying defects and final inspection**

At the meeting on 31 May MC circulated Nigel Bolder's e-mail dated 30 May indicating potential defects:

1. **Steps on mound** - CGM has now confirmed that the steps on the mound were installed according to specification and any movement is due to erosion. The Committee should therefore deal with this as a maintenance item.
2. **Zip-wire** – A copy of Nigel's email to MC stating the outcome of his conversation with Ben at Eibe was distributed. MC has passed this information to CGM and asked them if they agree the conclusions and if they will remedy the defect as suggested, including purchase of a new cable. CGM has now accepted that they need to rectify the problem.

#### **10.5 Maintenance plan**

SK has communicated with CB about being a "Maintenance Manager" for the play area – CB is interested but needs more time to consider the role.

Gardening tools are to be purchased (ex sustainability grant) – TB & CB to liaise.

SK gave a big well done and thank you to the trustees and friends of the Emneth Playing Field Committee for all their help on 23 June helping to erect the marquees and weed the play area ready for the Olympic Picnic on 24 June.

Grass cutting – The matter was discussed and SK indicated that the current rota of once a month for the play area was clearly insufficient. It was agreed that SK will contact Emneth Parish Council to request that the cutting/strimming be done on a fortnightly basis in line with the field cutting.

#### **11 Other Business**

TB has had problems regarding the Marquee's we purchased – bits were missing from one marquee. 3 have been erected and are complete, but one has roof and centre peaks missing and what poles we do have are the wrong size. This issue was discussed at length by all present – TB to follow up with the supplier.

KS – Asked if the grass would be cut before the Hungate Gala on 14/15 July, SK to look into. Requested permission to repair goal mouths where worn- SK indicated no problem. KS advised he was chasing Parish Council regarding the use of a marquee for the gala – YH said she would chase this up with the Parish Council.

Mr Matt Green is arranging for a builder to come and build a BBQ for the play area – Matt to donate the bricks. TB spoke to Bob Waterfield regarding BBQ and happy we can locate it where we want but to communicate the installation details when known.

**The meeting closed at 22.00 (approx).**

**Next meeting:**

Thursday 26 July 2012 at 19.00