

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

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

**Place:** The Pavilion

**Time:** 19.00

<b>Present:</b>	Tanya Bunting	Trustee/Vice-Chair
	Stuart Kierman	Trustee/Treasurer
	Jill Ahearn	Trustee/Secretary
	Sarah Means	Trustee
	Chris Burke	Trustee
	Peter Oliver	Parish Councillor
	Bob Waterfield	Chair of EPC
	Amy East	Active Norfolk
	Steve Ross	Friend

#### **Prior to the start of the meeting**

1. Bob Waterfield introduced Amy East from 'Active Norfolk', she explained all what 'Active Norfolk' could offer, leaflets were handed out for us to take away and read. Amy suggested that the Roadshows would be more suitable for us. They offer 3 to 4 hours of sporting taster sessions which gives the children a chance to try a number of different sports for **free**, they put on sessions in Rounder's, Tri Golf, Table Tennis Archery etc... They use 'Top Coaches' mostly and all coaches are CRB checked. As a committee we are arranging for another Summer Fun Day on Saturday 31 August and it was agreed this would be an ideal opportunity to invite 'Active Norfolk' to attend. TB will liaise with Amy about the date of the event and activities required.
2. Steve Ross updates – He has already started purchasing paint and wood etc. for the picnic table repairs. He produced a bill for various items and 1 delivery note to SK. It was decided that Steve would submit a bill for his labour and materials with his labour cost being £8.00/hour. Also Steve is looking into liability insurance and will report back on his findings.

**At this point BW, AE & SR left the meeting.**

#### **1 Chair**

SK appointed Chair for the meeting.

#### **2 Apologies**

Michael Clayton, Kanita Oakey-Kierman

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

Agreed.

#### **4 Matters arising**

"Mole" situation is ongoing, SK still liaising with BW.

Lottery Return form has been signed by PJA & SK and submitted to WN&KLBC.

#### **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**

Now to be considered with the better weather approaching. **TB to speak to Chris Upton before next meeting.**

### **Car Park**

SK has received one quote back from Brian Chilvers but it doesn't include a price for tarmac. As yet no quote from Supercrete Groundwork. SK to chase both one more time for the requested quotes to be received within 10 days.

## **6 Risk management**

CB undertook a risk assessment check in February – no major issues. SM reported on her risk assessment check done on 28<sup>th</sup> March – chain missing from basket swing, there was no mould to be found on the logs, steering wheel missing from tractor, although wheel removed there is no hazard to the children. Pile of dog mess in small children's play area – SM cleared mess up. No other issues. It was agreed that CB would undertake a check in April prior to next meeting.

## **7 Secretary's report**

PJA informed committee an outstanding bill for medals has now been paid, original invoice sent to incorrect address which caused a delay in payment.

## **8 Treasurer's report**

### **8.1 Financial update**

#### **Balances at 28 March 2013**

<b>Account</b>	<b>£</b>
Current account	4,170
Deposit account	1,085

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

<b>Item</b>	<b>£</b>
E.on (Electric-old pavilion to 28/02/13)	51.61
Burton Property Mtce (Cleaning-Feb)	45.00
Anglian Water (both pavilions to 07/03/13)	80.57
British Gas (Gas 3 months ended 28/02/13)	250.31

Awaiting bill from Fenland Appliance Co.

### **Pitch income**

All pitch hire fees etc. billed up to end of Feb 2013.

Received £286.95 ex Bowls Club being their share of annual insurance/electric etc.

## **Other income**

Emneth Parish Council- refund of sustainability grant expenditure borne by EPFC £299.42.

## **8.2 General update**

Handle to back door of old pavilion replaced by Burton Property Maintenance – no bill received as yet for this work. Fenland Fire Appliance Co. has carried out the annual maintenance check on the fire extinguishers. SK has been unlocking the gate this week whilst NL is on holiday.

## **9 Emneth Community Play Area**

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

The committee had been updated recently by email regarding the Zip-Wire situation and in the circumstances it was necessary to consider who we wished to undertake the required work in the light of information available. After discussion we agreed as a committee to go with Eibe as although a cost involved we considered Eibe would be best placed to ensure the job done properly– SK to confirm back to MC.

### **9.2 Sustainability grant**

SK to confirm back to MC that we as a committee would like to put the surplus grant sum of £205.80 towards our Summer Fun Day in August. It was agreed for the Fun Day to be held on Saturday 31 August.

## **10 Other Business**

- TB confirmed Christmas Party will be on 15 December 2pm to 6pm. Hall, Disco, Face Painter, Balloon and Glitter Tattoo lady are booked. Expenditure costs so far are £355.00.
- PJA delivered the Maypole to the school for use in an after school club.
- Class 5 from EPS are spending half a day at the playing field on 24 May as a reward for golden time – TB offered to open the Pavilion for use of the toilets and maybe offer a small activity.

**The meeting closed at 8.25pm (approx).**

### **Next meeting:**

Thursday 25 April 2013 at 19.00