

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

### **Minutes of meeting on 28 October 2010**

**Place:** The Pavilion, Hungate Road

**Time** 19.00

<b>Present:</b>	Tanya Bunting	Trustee/Vice Chair (in the Chair)
	Pam Melton	Trustee/Secretary
	Stuart Kierman	Trustee/Treasurer
	Ken Jones	Trustee
	Yvonne Howard	Emneth Parish Council representative

<b>Apologies:</b>	Michael Clayton	Trustee/Chair
	Pam Thorpe	Trustee

#### **1 Minutes of meeting held on 30 September 2010**

Agreed.

#### **2 Matters arising**

##### **Minute 3: Commemorating Derrick Melton**

Stuart reported that he had still to deal with arrangements for the plaque.

##### **Minute 3: Security fencing**

Mike has reported that Nic Davies has been requested to look at this together with pavilion security as part of his risk management work.

#### **3 Election of Trustee**

Yvonne Howard had clarified that she is prepared to stand for election as Trustee. This was duly proposed, seconded and unanimously carried.

#### **4 Correspondence**

##### **4.1 Norfolk Playing Fields Association**

Pam Melton reported receipt of a newsletter from Norfolk Playing Field Association which was passed to Tanya for reference.

##### **4.2 MORI survey**

Pam has completed the MORI survey form as far as she could and has passed to Stuart for checking before submitting (see minute 3, 30 September 2010).

#### **5 Treasurer's report**

Stuart reported as follows:

##### **5.1 Current balances**

Stuart had not made a check on bank balances prior to the meeting and could not therefore advise.

##### **5.2 Payments made since last meeting**

<b>Item</b>	<b>£</b>
Pavilion cleaning (4 weeks)	60.00
Fenland Hygiene (refuse bags)	2.47
Mr R Waterfield (reimbursing re locks/keys for gates)	90.04
Banner Signs (engraving memorial board)	20.00
Burton Property Maintenance (replacement doors etc to old pavilion)	2,154.24

### **5.3 Payments approved**

Payment was approved of an invoice for £39.90 for one year's website hosting.

### **5.4 Pitch income**

Pitch fees have been billed to the end of September and are fully paid.

### **5.5 Insurance claim**

The insurance claim in respect of the repairs to the old pavilion has been settled in the sum of £2,004.24.

## **6 Parish Council liaison**

Yvonne reported:

### **6.1 Fees for use of facilities**

At its last meeting the Parish Council was pleased to note that we had taken steps to address costs by an increase in these fees.

### **6.2 Clerk to the Council**

Margaret Sawyer is due to leave her position at the end of November. EPC is currently recruiting a replacement.

## **7 Play area**

### **7.1 General update**

Mike had reported as follows:

<b>2010</b>	<b>Activity</b>
1/30 November	Activities involving consultation with Emneth Primary School as detailed in the schedule tabled at the meeting on 30 September - currently proceeding as planned.
10 November	Meeting with lottery bid facilitator – Committee members invited to 'drop in' from 11.30 (the revised time was noted).
10 November	Exploratory meeting (from 14.30) with Nigel Boldero, Play Landscape Designer – see 8.2 below.
29 November	Public meeting to launch <i>Friends of Emneth Playing Field</i> – details as previously approved and arrangements in hand – Meeting Room at Central Hall booked.
17 December	Deadline for submission of application for capital grant from KL&WN BC.
<b>2011</b>	
6 April	Deadline for submission of BLF <i>Changing Spaces/Community Spaces</i> Stage 2 bid.

Tanya asked everyone to try and attend on the 10<sup>th</sup> and 29<sup>th</sup> November.

## 7.2 Currently in hand

Mike had reported that he was currently giving attention to the following:

1	Consultation with older children	At planning stage.
2	Appointment of Play Landscape Designer and Lead Professional as required by <i>Changing Spaces</i> .	Exploratory discussions taking place with Nigel Boldero, who Tanya and Mike met on the Norfolk Play Study Tour.

Reports will be brought to the November meeting.

## 7.3 Appointment of Project Manager

Mike has recommended that the Committee should read about this requirement in the BLF Community Spaces/Changing Spaces guidance notes. A decision must be made before submission of our Stage 2 bid. He will be discussing this with the Facilitator and reporting back.

## 8 Website

8.1 Following the decision at the last meeting, Ken had been extremely active and a website is under construction at [www.emnethplayingfield.org.uk](http://www.emnethplayingfield.org.uk). Mike had submitted a report seeking some policy decisions on the further development of the website and after some discussion his recommendations were agreed subject to:

- Including a section on the background/history of EPFC. Pam agreed to assist in providing some information.
- Trustee details not to include phone numbers and/or addresses unless the trustee is happy to do so.
- The inclusion of photos was agreed.

8.2 Ken confirmed he is happy to continue to deal with management of the website but sought clarification on this. It was agreed that he be authorised to submit any routine factual information but that anything else such as policy or strategy information must be approved by the Committee.

8.3 Ken was thanked for all that he had done so far.

## 9 Children's Christmas Party – 11 December 2010

Tanya submitted proposals and costings for this event which, after discussion, were unanimously agreed.

## 10 Next meeting

Thursday 18 November, 19.00 at The Pavilion.

The meeting ended at 20.20.