

Emneth Playing Field Committee (Charity no. 802015)

Minutes of meeting on 29 March 2012

Place: The Pavilion

Time: 19.00

| | | |
|-----------------|----------------|---------------------------|
| Present: | Tanya Bunting | Trustee/Vice-Chair |
| | Stuart Kierman | Trustee/Treasurer |
| | Pam Melton | Trustee/Secretary |
| | Yvonne Howard | Trustee |
| | Jill Ahearn | Trustee/Minutes Secretary |
| | Sarah Means | Trustee |
| | Kevin Semper | Hungate Rovers FC |
| | Lynn Hay | Friend |

Apologies

Michael Clayton
Amy Taylor

1 Chair

SK appointed Chair for the meeting.

2 Minutes of meeting held on 23 February 2012

Agreed.

3 Matters arising

None.

4 Matters outstanding from previous meetings

We reviewed the following outstanding matters:

Risk management

D Bolt on top of swing – repair work is in hand.

Insurances – market testing

Stuart is continuing to investigate.

Future of the old pavilion

MC is preparing a discussion document. No further progress.

Emneth Outdoor Bowls Club – maintenance of hedge

They replied to SK letter on Tuesday 27th March. They have insurance in place and they confirmed that the hedge in question did get cut last year and is about to be done again imminently. Also requested a key which SK has issued.

Governance - good practice for Trustees

MC is still working on a folder of key documentation for Trustees.

Building management and maintenance

Professional support – no further progress.

SK indicated that he had more of a grip on matters now and did not think this was necessary at the present time.

5 Governance

5.1 Outstanding Trustee appointments

Emneth Parish Council Trustee to be appointed.

Hungate Rovers FC No further developments regarding Mr K Semper (Club Chairman). MC willing to meet with Hungate Rovers FC if required.

6 Secretary's report

Letter from Parish Council received, regarding Annual Meeting at 7.30pm on 3rd April, inviting a member from the Emneth Playing Field Committee to attend – SK volunteered to go. Letter from Fenland L P House received requesting the pleasure of one of our members to attend their 20th year business celebration on 17th May 9.30 to 12.30pm – YH agreed to attend.

Flyer received about putting a team together for 'It's a Knockout' on 4th June, Jubilee Celebrations being organised by the Parish Council.

Magazine received for online play equipment.

Subscription renewal received from Norfolk Playing Field Association.

7 Treasurer's report

Update re Pavilion Repairs etc.

I reported last meeting that the internal repairs had been completed and invoice submitted to the insurance company. The claim was paid out minus the £150 excess and Sloans bill has been duly paid.

All Type Fencing have adjusted the angle of the splays at the gate to the second field. However Nicola has been having problems in recent evenings whereby it would appear youths are still gaining access afterhours at that point. Arrangements have just been made to meet with Bob Waterfield and Nick (All Type fencing) tomorrow morning (30/03/12) to see if anything further can be done to help.

The repair work to the external lights has been completed by DJL Electrical Services. They also repaired the wall mounted water heater and completed the PAT testing (all appliances passing).

Fenland Fire Co has attended to service and test the extinguishers- an inspection certificate has been received.

7.1 Balances at 23 February 2012

| Account | £ |
|-----------------|----------|
| Current account | 2256 |
| Deposit account | 2684 |

7.2 Payments made since last meeting

| Item | £ |
|------------------------------------------------------------------------------------------------|----------|
| Burton Property Mtce – Cleaning (to 04/03/12) | 60.00 |
| Sloan Property Mtce Ltd (Pavilion repairs) | 4,003.20 |
| Anglia Locksmiths -Key cutting | 12.30 |
| Fenland Hygiene Ltd - cleaning materials | 32.76 |
| Cash – expenses re launch etc | 150.00 |
| NTVLO – TV licence (1 quarter) | 37.62 |
| EON – Electric (both pavilions) | 408.14 |
| British Gas – gas new pavilion | 217.54 |
| DJL Electrical Services- Exterior lights repairs, PAT (appliance testing), water heater repair | 246.00 |
| Jill Ahearn – re t shirts for launch etc. | 165.00 |
| Expenses re Play area: | |
| Gary Means - reimburse re hole borer | 33.60 |
| Gary Means – Cement etc | 69.62 |
| Robert Else - Expenses re equipment from Woodhouse | 15.00 |
| Gary Means – Cement etc. | 70.20 |
| Sam Flint - 1 picnic table/seats | 100.00 |

I am awaiting a bill from Fenland Fire Appliance Co.

The bill from Kings Lynn Internal Drainage Board for dyke cutting is still awaited.

7.3 Pitch income

All pitch hire fees etc billed up to end of February 2012 and received. Amount banked since last meeting - £309.

7.4 Other income

Insurance Claim (Allianz) – re internal pavilion repairs £3,853.20.

8 Emneth Community Play Area - report of Project Manager

8.1 Project plan

Project Plan showing updates from previous report submitted on 26 February were emailed to all Committee members prior to the meeting on 29 March.

MC circulated v7 of the budget update. Planned expenditure now showed as £9.32 over budget with £22.50 remaining from unallocated contingency.

8.2 Launch

MC met with SK, TB and JA on 13 March to finalise launch plans. On Saturday 7th April SK coming to give play area a tidy up ready for Monday 9th.

8.3 The mound

Acting on instructions from TB and SK, MC arranged for CGM to re-seed the mound on 7 March at a cost of £562.50 to be met from the contingency provision. YH expressed her disappointment re the seeding of the mound going ahead before she had finished

investigating the cost of mesh for the mound; she expressed unwillingness to be of anymore assistance in the future.

TB explained that she did send an email out explaining the reason for going ahead with CGM and asked if anyone disagreed with this going ahead they need to let her know before 29th February.

9 Maintenance of sandpit

Committee agrees risk is low, but maintenance is required. Sandpit needs topping up and raking over regularly. TB to buy some more sand ready for launch day.

10 Installation of further play equipment
Springer – Installed.

11 Other business

Second hand equipment needs to have a Health and Safety check done. TB to speak to MC regarding this.

KS – Indicated an invitation would be received shortly by the Committee to attend Hungate Rovers presentation evening. Also put forward that Walsoken United had shown an interest to him in renting the pitches for a Saturday adult team - SK informed KS that Walsoken United would have to approach the committee themselves regarding renting of any pitches and that he had already been approached by the Gaultree (Ken Jones + Julian McCourt) for an adult team hiring the pitches on a Saturday next season – SK to liaise and report back to the committee any outcome.

YH – Put forward that the Parish Council maybe interested in hiring our Marquee we plan to purchase, they would like it for the 14th & 15th July. TB informed YH that we could not guarantee we would have ours by then (sustainability grant not yet approved) and it would probably not be big enough for what the Parish Council required.

LH – Proposed a plan of action on maintaining the grounds, this was agreed by the committee members to be put on the agenda for the next meeting.

SK – AGM expected to be end June/July depending upon completion of the accounts.

The meeting closed at 8.45pm approx.

Next meeting

Thursday 26th April 2012, 19.00 at the Pavilion.