

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

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

**Place:** The Pavilion

**Time:** 19.00

<b>Present:</b>	Tanya Bunting	Trustee/Vice-Chair
	Stuart Kierman	Trustee/Treasurer
	Pam Melton	Trustee/Secretary
	Yvonne Howard	Trustee
	Jill Ahearn	Trustee/Minutes Secretary
	Sarah Means	Trustee
	Michael Clayton	Project Manager
	Lynn Hay	Friend
	Amy Taylor	Friend
	Robert Else	Friend
	Linda Else	Friend
	Kanita Oakey-Kierman	Friend
	Peter Oliver	Emneth Parish Council

### **Apologies**

Chris Burke

Kat Norfolk

### **Welcome visitor**

SK welcomed Peter Oliver from the Emneth Parish Council. He explained our charitable status and about trustee responsibilities and a bit about how we operated. He also handed out a copy of our constitution and the Charity Commission guide “The Essential Trustee” to Peter as potential trustee. It was recommended he read this and that as the newly appointed representative for EPC he attends our AGM to be appointed a trustee.

### **1 Chair**

SK appointed Chair for the meeting.

### **2 Minutes of meeting held on 26 April 2012**

Agreed.

### **3 Matters arising**

PM spoke to Terry Wiles regarding spraying of weeds at frontage to car park and if any spray left over for him to spray the car park perimeter.

SK checked with Parish Council and drainage board with regards to under draining between the mound and the dyke and it would not be a problem in both cases. Along with RE and CB he also met with Bob Waterfield. BW advised that his son-in-law can supply the mini digger and piping that is required. CB and RE will assist with the work. Work to be arranged after Jubilee celebrations and 24<sup>th</sup> June fun day. Closing off of the mound to be discussed at a later date, but it was suggested that the park be closed for one day—public notice to be put up prior to closure date.

Benefits of enlarging patio/path area – will provide an improved hard standing area for the benefit of all users as well as this committee in it fund raising events etc. Also helps to keep the pavilion clean. Kev Semper (Hungate) indicated that he could get somebody to provide the labour for this work free. SK will discuss further with him. This was brought up with Bob Waterfield and he was prepared to take it to the Parish Council for agreement to fund the cost of materials as part of a project to enhance the usage of the pavilion. SK is to arrange for an estimate of cost to be provided.

#### **4 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.**

##### **Governance - good practice for Trustees**

MC is still working on a folder of key documentation for Trustees – **MC to refer to this under item 10**

#### **5 Risk management**

Castle - one of the foot rests is loose, this needs fixing back into place – Robert Else said he would do this.

The Annual inspection was undertaken on 21 May by Fenland Leisure and a report received. Although they were asked to inspect the old and second hand equipment the report included some of the new project equipment. The report indicated some of the new equipment as high risk and all accept the Springer of the second hand equipment came back high risk mainly due to positioning or the extent of safety matting. It was noted that the post installation check indicated compliance on these matters. It was agreed that SK would look into the report's findings further.

#### **6 Secretary's report**

Invoice received from Fenland Leisure for the annual inspection.

Invoice received from Terry Wiles for spray.

#### **7 Treasurer's report**

##### **7.1 Balances at 30 May 2012**

<b>Account</b>	<b>£</b>
Current account	1,062
Deposit account	1,084

##### **7.2 Payments made since last meeting**

<b>Item</b>	<b>£</b>
Burton Property Mtce – Cleaning (to 06/05/12)	60.00
Collier Turf Care (Marking chalk)	130.85
Strattons (Empty cesspool)	65.00
NTVLO (TV licence -1 quarter)	37.62
AON- Insurance (Y/E 01/05/13)	2,956.00

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

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

A bill from Durapump who recently done a maintenance check is expected shortly.

### **7.3 Pitch income**

All pitch hire fees etc billed up to end of April 2012 and received. Amount banked since last meeting - £376.

### **Other income**

Quarterly grant £750 received ex EPC.

### **7.4 Update re maintenance etc.**

Only matter to report is that the cesspool has recently been emptied in preparation for the Jubilee event.

There has been a recent issue where we received a complaint from a member of the public about the long grass and weeds in certain areas of the play area. She was advised of the arrangements for grass cutting etc and that it is funded by EPC. Also it was pointed out to her that following the wet weather the recent very warm conditions have meant that there has exceptionally rapid growth and that the contractors would be expected in the next few days.

## **8 Emneth Community Play Area**

### **8.1 Project Manager's report**

Project Plan showing updates from previous report submitted on 26 April were emailed to all Committee members prior to the meeting on 31 May 2012.

Invoice to NPFA for grant (£1,500) and magazine article to NPFA - Have been submitted 17 May 2012.

End of CGM contract retention period for notifying defects and final inspection 31 May 2012.

Final grant claim/progress report is 30 June 2012.

### **8.2 Budget update**

There are still no changes to the budget control sheet (v7) submitted to the last two meetings. We are still projecting a net overspend of £9.32 but with unused contingency of £22.50. This assumes that we have an additional charge of £300 to come from CGM for the extended hire of HERAS fencing – this is still not resolved.

### **8.3 Sustainability grant plan**

The grant arrangements are in place and the first installment (£2,900) was paid on 11 May. We are now allowed to spend in accordance with our grant claim and the terms of approval except for the marquee(s) (>£500). The claim for the remaining amount (£600 – marquee) is due to be submitted by 31 May. **All spending to be completed by 30 November 2012.** Sustainability grant is complete apart from providing a full financial statement.

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

#### **8.4 Zip-wire**

On 18 April I received an e-mail from Eibe Play Ltd advising that this has been installed incorrectly and should be reinstalled. A detailed technical explanation was provided but I do not understand it. Nigel has taken this up for us and there are still on-going exchanges between him and Eibe. Nigel has also provided a defects inspection report (copy handed out) giving his observations. In the circumstances a defects notice has been made regarding the Zip-wire and I will keep the committee advised on further developments.

#### **8.5 Maintenance plan**

MC to issue TB a list of the Friends of Emneth Playing Field. MC advised us to start a maintenance plan together, making a list of all items in play area and arranging a monthly inspection by a '**Maintenance Team**'. SK agreed that it needs co-ordinating and it was suggested by most present that Chris Burke would make a good Team Leader and SK said he would approach him on this.

LH looked at all plant growth and feels that all new plants would not need cutting back this year. Weeds are becoming a big problem within the park and this would need sorting imminently

Grass cutting – Bob Waterfield was involved in the early design stage and he did say the grass cutting would be added onto the original contract. The grass has not been cut recently and the park area is now looking a mess!

SK advised that EPC have added to the agreement with the contractors for the additional cutting/strimming and this was confirmed by PO and YH.

SK stated that it was his view the problem is a combination of the cutting being to areas more extensive than first envisaged, the recent weather conditions which has seen exceptional growth rate, and now with the play area being extensively used by the community and now the committee for events etc that the cutting programme is not currently regular enough.

**Update:** The play area was cut on 1 June.

#### **8.6 Play area**

MC made us aware of some Play area inspection training that is available that can be undertaken on our own site. SK confirmed that would be of interest.

### **9 Annual Accounts**

SK issued all committee members and friends a draft copy of the annual accounts which he had produced in a simplified format for the purpose of this meeting. He outlined and explained the main components of the income and expenditure outcomes and answered any questions raised. Trustees voted to accept the figures and SK advised that he will now produce the Accounts in the statutory format required under the Charity Act in time to be adopted at the AGM.

SK then advised the Committee that that an Independent Examination was not statutorily required, due to low turnover, but that we could opt for one. Trustees agreed not to have Independent Examiner for this year's Accounts.

#### **10 AGM and Constitution**

SK proposed a date for the AGM as being 28 June which was agreed and would be followed by a normal meeting.

SK requested that anyone seeking election or re-election at the AGM to confirm their intention before hand if possible. MC reported useful information on AGM procedures. MC went through the constitution and highlighted where amendments were recommended. All committee members agreed on the proposed amendments to the constitution and will be tabled for approval at the AGM.

JA to communicate to Parish Clerk. MC will liaise with JA and SK to finalise the AGM agenda. SK will contact HungateYFC and The Bowls Club, informing them of the AGM. The agenda is to be emailed to everyone in due course.

#### **11 Other Business**

LH requested that we set one date for the 'Maintenance Team' to get together – SK to contact Chris Burke first.

TB advised that Nicola (caretaker) had not been informed about the fireworks on the Jubilee event. Nicola was concerned about the old people and animals (horses) living opposite the park. She feels a leaflet to local residents giving them good notice of any fireworks would have been helpful. TB asked Peter Oliver to put this to the Parish Council for future events.

TB advised of three dates set for future events under the sustainability grant:  
24 June – Adult bouncy castle and children's slide already booked £120

27 August – Adult bouncy castle, children's slide and Gladiator booked £180

31 October – Small bouncy castle and big children's slide booked £120

Extensive discussions followed about plans /other attractions for the June 24 event. It was suggested that perhaps a few people should meet on a separate occasion to discuss and make further plans.

**The meeting closed at 10.15pm (approx).**

**Next meeting:**

Thursday 28 June 2012 (following the AGM)