

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

### **Minutes of meeting on 6 December 2012**

**Place:** The Pavilion

**Time:** 19.00

<b>Present:</b>	Tanya Bunting	Trustee/Vice-Chair
	Stuart Kierman	Trustee/Treasurer
	Jill Ahearn	Trustee/Secretary
	Michael Clayton	Project Manager
	Kanita Oakey-Kierman	Friend
	Peter Oliver	Parish Councillor
	Bob Waterfield	Chair of EPC

#### **1 Chair**

SK appointed Chair for the meeting.

#### **2 Apologies**

Sarah Means and Chris Burke

#### **2.1 Election of Kanita Oakey-Kierman as Trustee**

Kanita had indicated her wish to stand for election as Trustee and she was duly elected by unanimous vote of all Trustees present in accordance with the Constitution. Kanita signed the declaration of acceptance and eligibility.

#### **3 Minutes of meeting held on 1 November 2012**

Agreed.

#### **4 Matters arising**

None

#### **5 Fields in Trust**

Bob Waterfield gave a brief run through of what The Queen Elizabeth II Fields Challenge is and that it's the current flagship UK-wide programme to celebrate the Diamond Jubilee and London Olympic and Paralympic Games, as well as the 2014 Commonwealth Games by permanently protecting as many outdoor recreational spaces as they can by the end of 2012. Bob put Emmeth Playing Field forward and six weeks prior to this meeting Bob received an email saying we have been approved and needed to sign a deed of declaration to protect the field. Each field nominated will receive a commemorative plaque and Royal Oak sapling. We will also need to provide copies of proof of deed and planning consent (4 in total). SK to supply copy of lease and constitution.

Bob required a Trustee member to become a signatory to a document in due course and PJA was put forward which was unanimously agreed by all Trustees present.

## 5.1 **Pride in Norfolk**

Tanya and Mike went to collect the award (an engraved plaque) for winning the EDP Pride of Norfolk Community Awards; they also received a cheque for £500. It was suggested the money could go towards some new bins in the park.

Tanya went along to the Parish Council meeting this week for them to see the plaque and to explain all about the EDP Pride of Norfolk award. SK thanked Tanya and Mike for their heavy input into getting this award.

## 6 **Matters outstanding from previous meetings**

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

MC is preparing a discussion document.

### **Drainage Work – Play area**

BW confirmed that his son in-law is able to do the work for free; we will just need to purchase the gravel (roughly about 10 tones needed). Dates to be arranged for the work to start in the New Year.

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

Deferred until after winter 2012/13. TB to speak to Laura Cousin regarding husband doing the work.

A discussion followed regarding the car park and its current poor condition. BW indicated that it may be possible for EPC to consider grant funding towards cost of any improvement work. He suggested obtaining two quotes from “say” Chilvers” and one other to ascertain options and possible funding.

SK thanked BW for attending and his input-BW then left the meeting.

## 7 **Risk management**

CB not present and no report received – SK to follow up with CB.

## 8 **Secretary’s report**

PJA to send an email to PM to apologize for not sending previous month’s agendas and minutes.

## 9 **Treasurer’s report**

### 9.1 **Financial update**

#### **Balances at 6 December 2012**

<b>Account</b>	<b>£</b>
Current account	3023
Deposit account	1085

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

<b>Item</b>	<b>£</b>
British Gas (Electric-bill to 31/10/12)	87.10
Collier Turf Care (Marking Chalk)	130.85
Burton Property Mtce (Cleaning to 02/11/12)	75.00
Paynes Printers (Xmas draw tickets)	58.00

Emneth Central Hall (re xmas party)	30.00
Fenland Hygiene Ltd (Cleaning materials & bin bags)	68.40
BCKLWN (Lottery Licence Fee)	20.00

**Paid out re sustainability grant:**

J Ahearn (Re Halloween event)	57.38
Team Strides (Medals-August event)	35.58
S Means (Re Halloween event)	75.91
C Burke (Re Gardening equipment)	136.80

**Pitch income**

All pitch hire fees etc. billed up to end of Oct 2012 - £579.00 received.  
Now due to bill for November.

**Other:**

Sale of tickets for Xmas party- £738  
Norfolk County Council (Community Award) -£500

**9.2 General update**

**Vandalism reported by NL/AL** – Picnic table has been removed from its metal brackets and found one morning upside down by the sandpit. Table now back in its place but still needs to be secured. Rubbish within a bin has been set alight – but no damage has been done to the bin.

SK attended Football Foundation meeting with Kevin Semper and Sarah Simmons (Hungate Rovers), Gavin Lemon (Norfolk FA) and Ben Dunning (Football Foundation). This takes place every other year and represents a monitoring and evaluation follow up being a condition of the grant received from FF (for new pavilion). The outcome was good and all parties were satisfied that the pavilion project was progressing as expected.

**10 Emneth Community Play Area**

**10.1 Project Manager's report**

Apologies for no written report, but there is no change to report following the last meeting of the committee. Liaison regarding the zip wire is ongoing.

-Zip-wire was discussed at length, Tom Tree conversation with MC after the meeting at the park to review the installation, is that he is reluctant for CGM to accept fault for the installation of the Zip Wire posts. He feels he has put his heart and soul into this job and along the way CGM have foregone lots of extra costs, due to the local pride in this project. Tom states there is conflicting installation advice between Nigel Boldero and Eibe's installation instructions, Tom states that Nigel Boldero asked him to build a mound and feels when the posts are dug up we will see that they are in the ground at the correct depth. Committee agreed that a trustee should be present when this happens and preferably it would be Chris Burke as he seems the most knowledgeable on this particular matter. MC asked Tom to put his case forward in writing and provide a method statement to show exactly how reinstatement would be done and a detailed breakdown of cost.

We are still holding retention each month with MC to ask the Lottery Funding to carry on holding this.

## **10.2 Sustainability grant**

-TB SK & MC met up on 13 November – Outcome: - budget going well, MC to now update the financial statement.

## **10.3 Maintenance**

Only maintenance at present is the repair to the picnic table.

## **11 Christmas Party**

All in hand. All party tickets have been sold. 2000 raffle tickets have been printed and are now on sale and selling well. Food this year will be made by TB SM & KO and TB has a list of Emneth Playing Fields friends who will be there on the day to lend a helping hand with the smooth running of things.

TB to draft a Behaviour and Management Policy which was briefly discussed.

## **12 Other Business**

Marquees need to be removed from NL/AL barn as they require the space. SK indicated we had no choice but to go back into the old pavilion – GB to help with the removal of the marquees back into the old pavilion.

MC asked about the website- SK advised that Ken Jones was still acting as “administrator” and putting on any information requested. At present it is in need of updating for meeting minutes otherwise it was reasonably up to date.

**The meeting closed at 9.10pm (approx).**

### **Next meeting:**

Thursday 24 January 2013 at 19.00