

Emneth Playing Field Committee (Charity no. 802015)

Minutes of meeting on 6 October 2011

Place: The Pavilion, Hungate Road

Time: 19.00

Present:	Michael Clayton	Trustee/Chair
	Tanya Bunting	Trustee/Vice-Chair
	Stuart Kierman	Trustee/Treasurer
	Pam Melton	Trustee/Secretary
	Yvonne Howard	Trustee
	Jill Ahearne	Friend
	Sarah Means	Friend

We welcomed Jill and Sarah to the meeting as valued *Friends of Emneth Playing Field* and it was suggested that they take their time to consider whether they would like to become Trustees.

1 Minutes of meeting held on 1 September 2011

Minute 6.1 should indicate that balances were as at 31 August. Otherwise the minutes were agreed.

2 Matters arising

Minute 2: Emneth Outdoor Bowls Club

Copy of this minute e-mailed to Pam Thorpe for comment on 20 September 2011. No reply to date. MC will follow up.

Minute 3: risk management

No further progress.

Minute 3: insurances

Stuart is continuing to investigate.

Minute 3: post of Caretaker

We understand that local resident Nicola Lane is to be appointed by the Parish Council.

Minute 3: dyke clearance

Completed.

Minute 3: future of the old pavilion

MC is preparing a discussion document.

Minute 7: website

Ken Jones notified of our decision and has confirmed his readiness to help.

Minute 9: security fencing

Waiting for information from the Parish Council on the installation date.

3 Governance

3.1 Outstanding Trustee appointments

Emneth Parish Council We understand that Mr. Wiles will be appointed following his retirement around November 2011.

Hungate Rovers FC MC still waiting for dates to meet and discuss.

3.2 Trustee eligibility declaration

Stuart Kierman signed his declaration.

3.3 Good practice for Trustees

MC is still working on a folder of key documentation for Trustees. Copies of the Charity Commission document *The Essential Trustee* were provided for JA and SM.

4 Secretary's report

PM suggested that the litter bins need replacement. SK will investigate and report back.

5 Treasurer's report

5.1 Balances at 6 October 2011

Account	£
Current account	1,850
Deposit account	2,684

5.2 Payments made since last meeting

Item	£
Norfolk RCC – training course	10.00
Strattons - empty septic tank	60.00
Fenland Hygiene - cleaning materials etc.	77.33
Burton Property Maintenance (5 wks cleaning)	75.00
EON- electricity (both pavilions)	196.85

The bill from Kings Lynn Drainage Board for dyke clearance is awaited.

Notification of the additional insurance premium for play area equipment is also awaited.

5.3 Pitch income

Pitch fees have been billed for the month of August and all income has been received. Fees for September have just been billed.

5.4 Other income

Quarterly (September) grant payment from Emneth Parish Council (£625) has been received.

Calendar fundraising/sponsorship money- £220 - has been received and banked.

6 Building management and maintenance

SK reported on Pavilion issues:

- 6.1 A water leak has been found above changing room 4 due to stolen lead. The theft has been reported to the Police and the insurance company and an estimate for repairs is being obtained.
- 6.2 The water pump needs servicing – SK will report to the next meeting.
- 6.3 A full electrical system check should be completed by March 2013.
- 6.4 Problems have been experienced with one of the electric shutters – this will be monitored.
- 6.5 Arising from the above, we consider that we need professional support to adequately keep on top of pavilion management and maintenance, including knowledge of statutory requirements. SK will speak to Sloans to get a broad idea of the cost implications.

7 Emneth Community Play Area

7.1 Project plan

MC tabled an updated project plan and we discussed the following:

Planting – we will invite Friends to volunteer for digging out borders on 29/30 October.

Painting retained equipment – TB will try to arrange painting the see-saw and slide.

Launch event – MC will circulate the Big Lottery Fund guidance.

7.2 Budget update

MC tabled a budget update. Everything is going according to plan so far with limited use of the contingency.

7.3 Grant claims and reports

MC reported that he had submitted the first grant claim and associated report to Community Spaces.

7.4 Expenses

MC will be submitting a claim for expenses incurred in respect of the play area project.

8 Fund raising

TB provided updates in respect of the Christmas party and the Calendar.

The meeting closed at 22.30

Next meeting

Thursday 20 October 2011, 19.00.