

## BURES SPORTSGROUND COMMITTEE

Georgie Turner  
Clerk to Sports Ground Committee  
Byndes Barn  
Pebmarsh  
Essex  
CO9 2LZ

Tel: 01787269956/07867987937  
Email: buresspgclerk@gmail.com

### Notice of Sportsground Committee Meeting

The Press & Public are welcome to attend

Dear Member<sup>[SEP]</sup>

You are hereby summoned to attend a meeting of the Bures Sports Ground Committee on Thursday 9<sup>th</sup> November 2023 in the Garrad Room, Bures Community Centre at 7.30pm.

#### AGENDA<sup>[SEP]</sup>

1. **Apologies for absence**
2. **Register of Interests and Dispensation Requests** <sup>[SEP]</sup>To receive any 'Pecuniary' and 'Non-pecuniary' interests and Dispensation requests <sup>[SEP]</sup>
3. **Public Forum** <sup>[SEP]</sup>15 minutes maximum public participation. 3 minutes for individual contributions unless agreed by the Chair. The public are invited to give views and question the Committee on issues on this agenda, or raise issues for consideration of inclusion at future meetings. <sup>[SEP]</sup>
4. **Minutes** <sup>[SEP]</sup>Minutes of the meeting of 14<sup>th</sup> September 2023 to be confirmed and signed as a correct record (previously circulated). <sup>[SEP]</sup>
5. **Anti-social Behaviour**
  - a. Security – Frontline Protect and CCTV
  - b. Incidents
6. **Car park and Recycling area fence project**
  - a. Rotten posts – Recycling area
  - b. Car park – Painted lines

**7. Football Club Matters**

**8. Cricket Club Matters**

- a. CCTV – Turning on

**9. Tennis Club Matters** <sup>[1]</sup><sub>[SEP]</sub>

- a. LTA membership – Insurance cover?
- b. Maintenance – PPS Spring Maintenance and Net Winders

**10. Correspondence**

**11. Events/Bookings**

- a. Bures Music Festival 10<sup>th</sup> – 14<sup>th</sup> July  
Fencing Saturday 6<sup>th</sup> July clear up 15<sup>th</sup>-16<sup>th</sup> July
- b. Coracle Regatta – 3<sup>rd</sup> August 2024
- c. S2C – 14<sup>th</sup> September 2024

**12. Finance**

- a. Finance & Budget Monitoring Report – circulated <sup>[1]</sup><sub>[SEP]</sub>
- b. To note bank reconciliation report and verifying bank statements – circulated <sup>[1]</sup><sub>[SEP]</sub> to be signed by Chairman and non-signatory member. <sup>[1]</sup><sub>[SEP]</sub>
- c. Draft Budget – To approve 3-year draft budget 2024/25-6

**13. Audit Matters**

- a. External audit 2022-3
- b. Internal auditor 2023-4 – To report on Internal Audit Review meeting held on 30<sup>th</sup> October 2023 – Cllr Welch and Cllr Keeble-Fox attended with Clerk

**14. Sports Ground Inspections and maintenance**

- a. Councillor's report – Cllr Jackson

- b. To report on items raised from previous inspections. <sup>[L]</sup><sub>[SEP]</sub>
- c. Paving/matting – yellow gate and around adult gym equipment
- d. Repairs/Maintenance - Trees and hedges
- e. Volunteer tasks <sup>[L]</sup><sub>[SEP]</sub>

**15. To report on Contract works**

- a. To report on works completed: grass cutting, grounds maintenance
- b. Operational Inspection reports - circulated
- c. Service contracts

**16. Brief information & exchange for next agenda items** <sup>[L]</sup><sub>[SEP]</sub>

Date of next meeting: 11<sup>th</sup> January 2024 to be held at Bures Community Centre, Nayland Road at 7.30pm <sup>[L]</sup><sub>[SEP]</sub> Future dates booked: 14<sup>th</sup> March 2024, 9<sup>th</sup> May 2024, 11<sup>th</sup> July 2024, 12<sup>th</sup> September 2024, 14<sup>th</sup> November 2024