

BURES SPORTSGROUND COMMITTEE

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Notice of Sportsground Committee Meeting

The Press & Public are welcome to attend

Dear Member

You are hereby summoned to attend a meeting of the Bures Sports Ground Committee on Thursday 11th May 2023 in the Garrad Room, Bures Community Centre at 7.30pm.

AGENDA

1. **Apologies for absence**
2. **Register of Interests and Dispensation Requests** To receive any 'Pecuniary' and 'Non-pecuniary' interests and Dispensation requests
3. **Public Forum** 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.
4. **Minutes** Minutes of the meeting of 16th March 2023 to be confirmed and signed as a correct record (previously circulated).
5. **Matters arising** which do not appear elsewhere on the agenda
 - a. ASB including Meeting with Suffolk and Essex Police and Peter Watson, Babergh Community Safety Officer
 - b. Private security
 - c. Wicksteed Dino domain fault
6. **Football Club Matters**
7. **Cricket Club Matters**

8. **Tennis Club Matters**

9. a. Sports Courts Project b. LTA membership

9. **Pikes Marsh play area**

- a. Maintenance checks

10. **Correspondence**

- a. Future of The Hobby Horse
b. Litter picking rota

11. **Finance**

- a. Finance & Budget Monitoring Report – circulated
b. To note bank reconciliation report and verifying bank statements – circulated to be signed by Chairman and non signatory member.
c. Insurance
d. To agree rents for Football and Cricket Clubs 2023/4
e. To note VAT claim 2022/3 submitted to HMRC
f. To note half year precept requests to BHPC and BSMPC presented

12. **Audit Matters**

- a. To consider the findings of the Review of the effectiveness of the internal control October 2022.
b. To note the internal auditor's report 2022/3 and to follow up on any matters raised.
c. To approve by resolution and sign the **Annual Governance Statement** and to consider, approve by resolution, sign and date the **Annual Accounting Statement 2022-23**.
d. Audit items to approve: Appointment of Internal Auditor and Fees for 2023/24 Date for Internal Audit Review Checklist 2023/24, Terms of Reference, Accounts available for sale for £2, Asset Register, Risk Assessments.
e. To note Bures St Mary Parish Council 2023 Financial Regulations & Standing Orders will reference to Bures Sportsground Committee

13. Appointment of Clerk/RFO

14. Sports Ground Inspections and maintenance

- a. Councillor's report – Cllr Welch
- b. To report on items raised from previous inspections.
- d. Car park fence

14. To report on Contract works

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

15. Brief information & exchange for next agenda items

Date of next meeting: 13th July to be held at Bures Community Centre, Nayland Road at 7.30pm Future dates booked: 14th September 2023.

To be agreed 13th July, 14th September, 9th November 2023 11th Jan, 14th March 2024