**BURES SPORTSGROUND COMMITTEE**

**Minutes of the Sportsground Committee Meeting**

Thursday 11th May 2023 in the Garrad Room, Bures Community Centre

**Present:** Cllr G Jackson (Chair) Cllr M Welch, Cllr R Shackell, Chris Crace (Cricket Club)

**1.5.23 Apologies for absence**   Philip Gough (Tennis Club)

**2.5.23 Register of Interests and Dispensation Requests**  None received.

**3.5.23 Public Forum**  No members of the public present

**4.5.23 Minutes**  Minutes of the meeting of 16th March 2023 confirmed and signed as a correct record (previously circulated).

**5.5.23 Matters arising**

**a. ASB** A meeting was held on 19th April. PC Cassie Stebbings, Suffolk Police, PC Matt Green Essex Police and Peter Watson, Babergh Community Safety Officer joined Cllr Aries, Cllr Jackson, Cllr Shackell, Cllr Welch and Jenny Wright, Clerk. Matters were discussed thoroughly. The Dispersal Order in 2022 was successful partly due to the work put in by PC Stebbings to ensure that the schools and social media spread the word that it was unadvisable to visit Bures. The police agreed with Peter Watson that security patrols wearing uniform and body cams can be a good deterrent to ASB. It was suggested that volunteers wear hi-vis. A Public Protection Order could be reconsidered. Sudbury Street Pastors may be helpful.

PC Stebbings is keeping a log of incidents, however small, to give an accurate picture of activity this year.

**b. Private security** Titans Security did not attend the ASB meeting and have failed to respond to requests to provide the service needed. Cllr Jackson had contacted the resident, Kyle Porter, who previously worked for Titans and an alternative company was suggested. Mr Porter currently works for Greater Anglia Enforcement. Todd Garside of Frontline Security has given a price of from £17.50 per hour with a minimum booking of 5hrs. After the first booking the emergency response team can be contacted on an ‘as and when’ basis. Mr Garside and his colleague are willing to come out to meet representatives to discuss our needs. A meeting will be arranged. It was proposed by Cllr Shackell and seconded by Cllr Welch and agreed that up to £200 be spent on security in the first instance.

**c. Wicksteed Dino domain** Cllr Welch reported further communication with Wicksteed regarding the fault. They have a suggestion to remedy the situation but have yet to share this with the Committee. Cllr Welch to continue to follow up.

**6.5.23 Football Club Matters** No representative from the Football Club present and no issues received.

**7.5.23 Cricket Club Matters**  The thatch on the pavilion needs replacing. The cost is likely to be in the region of £50,000. The waiting list for the thatchers is 5yrs. Several suggestions for sources of funding were suggested.

The club arranged for work to the pitch without previously contacting the Sportsground Committee. A member of the public had expressed concern regarding spray being used. Mr Crace assured the committee that the work was slitting and improving the grass. It was paid for through the grant received from Bures Music Festival.

**8.5.23 Tennis Club Matters**

**a. Sports Courts Project** Discussions had taken place with the Tennis Club and the Pickle ball players regarding the new lines. Representations had been made to the Chair. It was agreed that the tennis courts would be mid green with a darker green surround. The lines will be white. The first court in the gate would have a netball court in yellow lines. The second court will have two pickle ball courts in yellow and a basketball shooting circle. It has been suggested that a temporary net is used to prevent the pickle ball going across on to the tennis court. Work on the colour coat, lines and binder coat has been set back by the weather. It requires dry weather with at least a dry day beforehand a dry day to complete and a further dry day after the work has been carried out. The recent wet weather has meant that PSS are well behind in their schedule of work this Spring. Gail Perry of PSS will send weekly emails to update the committee as to when work in Bures will be carried out.

**b. LTA membership**  no progress

**9.5.23** **Pikes Marsh play area**

**a. Maintenance checks** Responsibility for checking the Pikes Marsh play area had previously been taken by Cllr Saer. As Mrs Saer did not stand to continue as a councillor, a new volunteer will be needed. It was agreed to wait until new councillors had joined the group. Cllr Shackell volunteered to carry out checks in the meantime.

**10**.**5.23** **Correspondence**

**a. Future of The Hobby Horse** Tracy Saer has not found anyone tooperate the Hobby Horse Refreshments kiosk for 2023. It was agreed that the contract be left in place. Public opinion regarding the situation is unknown at present.

**b. Litter picking rota** Contact has been made with those who were on last year’s rota. 10 people responded positively within the hour. An appeal will be made on the beautiful Bures Facebook page to ask for additional volunteers if the situation requires it.

**11.5.23** **Finance**

**a. Finance & Budget Monitoring Report** – circulated  prior to the meeting. No issues raised

**b. Bank reconciliation report and verifying bank statements** – signed by the Chairman and Cllr Shackell.

**c. Insurance** Philip Gough contacted Gallagher on behalf of the committee. The quotation to insure for Public Liability and Buildings is for £500.44. The insurance is due 22nd May. Cllr Welch proposed and Cllr Shackell seconded that the reduced cover be accepted.

**d. Rents for Football and Cricket Clubs 2023/4** Rents for 2022/3 were £650. The meeting agreed the the rents would remain the same for 2023-4.

**e. VAT claim 2022/3 submitted to HMRC** was noted

**f. Half year precept requests to BHPC and BSMPC** - it was noted that these had been presented. The full year sum from BSMPC will be £8,500 and £8,321.43 from BHPC a reduction from £9,000 each last year.

**12.5.23 Audit Matters**

 **a. To consider the findings of the Review of the effectiveness of the internal control October 2022.** Committee members Cllr Pentney and Cllr Shackell attended the internal control meeting.The chair and clerk attendeda further meeting with the Internal Auditor where the system was explained. The clerk in post at this point has since resigned. The internal auditor found the internal control effective.

 **b. The internal auditor’s report 2022/3** This report was noted. There were no matters raised.

 **c.** **Annual Governance Statement** was approved. Cllr Shackell resolved that the Statement be accepted and this was seconded by Cllr Welch. The document was signed by the Chair, Cllr Jackson.

**Annual Accounting Statement** **2022-23** was considered, approved by resolution - proposed by Cllr Shackell and seconded by Cllr Welch and signed and dated by the Chair, Cllr Jackson.

 **d. Audit items** The following items were approved: The present Internal Auditor had indicated her wish to step back from the position. A new Internal Auditor is needed. Fees for 2023/24 agreed at £80. Date for Internal Audit Review October 2023 Checklist 2023/24, Terms of Reference, Accounts available for sale for £2, Asset Register, Risk Assessments all circulated prior to the meeting and agreed.

 **e.     Bures St Mary Parish Council 2023 Financial Regulations & Standing Orders**. It was noted that these will reference to Bures Sportsground Committee

**13.5.23. Appointment of Clerk/RFO**

The Chair and Chair of Bures St Mary Parish Council met a prospective applicant at the Recreation Ground to discuss the role. This did not progress to an application as the person believed that the post was not being offered at the correct rate of pay. A further interested party has put in an application and will be invited for interview following the AGMs of the two parish councils.

**14.5.23 Sports Ground Inspections and maintenance**

**a. Councillor’s report** – Cllr Welch submitted a very thorough report of the assets of the committee. Eco grid needed under Adult gym equipment. The contractors will be asked to quote for the work.

**b. Items raised from previous inspections**.   The wooden ends of the Tractor Shed need attention, the oak benches to be scrubbed down and the yellow posts to be repainted when the weather improves.

**c. Car park fence   -** It had previously been agreed that a fence and hedge such as those on the playground side of the car park be installed. Cllr Norton had made inquiries and had been advised that pulling a trench to plant a hedge may disturb the pavement. A suggestion had been made that a sleeper wall bed be installed. This would not need to disturb the pavement. An alternative would be to remove the fence. It was agreed that, for safety reasons, pedestrians need to know that vehicles will only leave by the designated exit. There have been no concerns raised about the removal of the sections that had rotted. It was suggested that holes be made in the car park surface to plant the hedge. This would not be until the Autumn.

**15.5.23** **To report on Contract works**

**a. Grass cutting** The first cut has been carried out in all areas. Litter bins have continued to be emptied as part of the **Grounds Maintenance** contract.

**b. Operational Inspection reports** – Nigel Norton’s reports had been circulated

**16.5.23** **Brief information & exchange for next agenda items**  - no items raised

Date of next meeting: 13th July to be held at Bures Community Centre, Nayland Road at 7.30pm  Future dates booked: 14th September 2023, 9th November 2023, 11th Jan 2024, 14th March 2024