

BURES JOINT SPORTSGROUND COMMITTEE

Minutes of the meeting held in the Garrad Room at Bures Community Centre 12th May 2022

Present: Cllr G Jackson (Chair) Bures St Mary - Cllr T Saer, Cllr S Pentney, Bures Hamlet – Cllr R Shackell, Cllr D Monk, Cllr M Welch, Cllr B Raymond

In attendance: Jenny Wright Acting Clerk and RFO and one member of the public

1/05/22 Apologies for absence Cllr L Norton – personal reasons. Apology accepted by the meeting. Philip Gough, Tennis Club representative

2/05/22 Register of Interests and Dispensation Requests Cllr Saer – ongoing pecuniary interest in matters relating to the visitors to the recreation ground.

3/05/22 Public Forum No issues raised

4/05/22 Minutes Minutes of the meeting of 10th March 2022 (previously circulated) were confirmed and signed as a correct record.

5/05/22 Matters relating to visitor increase to area

a) CCTV – there has been no significant use of the CCTV footage recorded. It was agreed that it was unlikely that the contract would continue after agreement ends.

b) Use of grant for Youth Workers - All possible links with employers of youth workers to provide staff paid for by the grant obtained have been exhausted. Contact has been made with Bradley Smith of Sudbury Town Wardens who reported that his team no longer carries out youth work as it has been reduced to two people. He recommended The Porch project. The Porch Project was one of the employers of youth workers who had already discounted themselves due to limited resources. Suggestions from the meeting were to try trainee teachers, Essex Police Specials or Street Pastors. The grant awarding body will need to be informed as youth workers are specified in the terms of the grant.

c) Damage and broken glass incident – on the evening of 22nd April a group of youths gathered after dark and lit a fire on the skateboard ramp using discarded material from the repairs to the cricket pavilion. They went on to smash bottles into tiny pieces. Suffolk police were informed through the incident reporting tool.

6/05/22 Football Club Matters

Request for support for grass / fertiliser application An email has been sent to Andy Ward apologising for the lack of response to his request for help with the costs of work to the pitches. The suggestion was made that if assistance is needed for next year, a request before the budget setting in November would be helpful.

7/05/22 Cricket Club Matters

a) Seeding of old cricket net area - Grass and weeds are growing across the area and with mowing it will become grass in time. It was reported that there are some signs of deterioration on the remaining concrete. It had been suggested that a picnic bench would be suitable on this area.

b) Repairs to rear of pavilion – There was an exchange of emails over the issue of material left around whilst the repairs were undertaken. The work is now complete and the pavilion tidy and secure.

8/05/22 Tennis Club Matters

a) Plans for re surfacing**b) Grant applications** Philip Gough hopes to meet Suffolk Tennis Courts representatives in the near future.

c) Guidance notice for courts – A new notice has been prepared and will be placed when the contact number for the clerk has been added. Concern has been raised regarding large numbers of people playing pickle ball deterring tennis players. Cllr Jackson agreed to write to the organiser of the pickle ball to highlight the difficulties and to ask that the courts are relinquished on the hour as per the guidance and that financial contributions be made towards the upkeep.

9/05/22 New playground equipment project installation

There has been no progress with the installation of the trampoline. The issue over getting a digger into the fenced area is still to be resolved. It may be possible to work the installation with that of the Wicksteed Dino domain. This should take place within the next few weeks.

10/05/22 Pikes Marsh play area Maintenance checks carried out by Cllr T. Saer. Check sheet to be held on record.

11/05/22 Correspondence

a) Grass grids for new gate area and around adult play equipment – a quote for this work is yet to be received. Nigel Norton to be asked to quote.

b) Fields in Trust An invitation to the virtual AGM - 14th June 2022 + admin details have been received. The meeting voted and agreed unanimously to continue membership at a cost of £50 pa.

c) Emails of concern regarding the swans nesting – The cob swan has been particularly vicious in protecting the nest this year. Notices advising caution have been placed on both landing stages.

d) MTM portaloo hire. New contracts are up by £1 a week. Our invoice for April was lower than previously. The unit had not been emptied on the day of the meeting. Cllr Saer agreed to ring MTM.

e) Request for football goals with nets A parent of one of the children who play football after school had requested the provision of small goals with nets. The meeting agreed to suggest that, as the football club own suitable goals, the request be made to have these available for the children to use.

12. Events / Bookings

a) 2021-22 event dates These have been circulated. The booking hire forms and request for a copy of the insurance document for Bures Music Festival need to be sent and received before the event. Invoice to be sent after the event. Forms and insurance for the events booked for August and September are also needed.

b) Bures Music Festival – The dates of the event are 6th – 10th July 2022. Equipment will be on site from 4th – 11th July.

c) The Queen's Platinum Jubilee event – Cllr Saer gave details of the event planned for Thursday 2nd June. The plans include live music, food, drink, side shows, children's entertainment, beacon lighting, fire show and fireworks. The Risk Assessment has been sent to Bures St Mary PC insurers.

13. Finance

a) Finance & Budget Monitoring Report – circulated

b) The bank reconciliation report and verifying bank statements – circulated - were signed by Chairman and non-signatory member as correct.

c) Rents for football and cricket clubs 2022/223 The rents have been £600 pa for several years. The meeting proposed and agreed unanimously that the rents should be

increased to £650 to pay for increased fuel costs for cutting the grass.

d) VAT claim 2021/22 It was noted that the claim had been submitted to HMRC

e) Precept – It was noted that the half year precept requests to BHPC & BSMPC had been presented

f) Recycling credits- There has still been no progress in resolving the change of name to being the Bures Sportsground Committee receiving the credits from the recycling.

g) Donation to Scouts bridge/railings clean – £100 will be given to the Scouts when the second part of the job is complete.

14/05/22 Audit matters

a) Review of the Effectiveness of Internal Control The findings of the Review of the effectiveness of the system of internal control held on 4th October 2021 were that the system is run effectively.

b) The Internal Auditor's report 2021/22 The report was noted and no matters raised for attention.

c) The Annual Governance Statement 2021/22 This was approved by resolution and signed

d) The Annual Accounting Statement 2021/22 This was considered, approved by resolution, signed and dated. Items 14 c and d proposed for approval by Cllr Raymond and seconded by Cllr Saer. All present in agreement. These items now to be posted on the website and sent to the external auditor.

e) Audit items: Carolyn Holbrook had agreed to act as Internal Auditor for 2022/23 but will stand down after the year. Date for Internal Audit Review Checklist 2022/23 to be confirmed. Terms of Reference Accounts available for sale for £2. Insurance renewal confirmation received. Asset Register Risk Assessments logged.

Bures St Mary Parish Council 2021 Financial Regulations & Standing Orders These regulations apply to Bures Sportsground Committee. They are due for review at the next meeting.

15/05/22 Appointment of Clerk/RFO

a) Interest in the role There was a good amount of interest received for the role. This

resulted in two applications. Only one candidate, Sue Pownall was invited to interview. Sue was offered the post subject to her spending time with the Acting Clerk and RFO Jenny Wright going through the paperwork relating to the post. This was all carried out satisfactorily.

b) Contract and appointment The Chair, Gill Jackson and Acting Clerk, Jenny Wright recommended that the committee appoint Sue Pownall with immediate effect. The contract had been drawn up with the pay at point 12. The committee voted unanimously to offer the post to Sue who was present at the meeting. The offer was accepted and the contract signed. The contract will now go to the Bures St Mary Parish Council meeting.

16/05/22 Sports Ground Inspections

a) Councillor's report – Cllr T Saer - see attached

b) Items raised from previous inspections – The youth shelter has been painted. Part for the adult exercise cross trainer equipment repair is still not available. This needs to be followed up.

c) Items requiring maintenance. The benches, BBQ slabs, tractor shed and Coronation shelter all need attention. Councillors agreed to carry out the work as volunteers. Cllr Jackson to send a document with details of the work needed for volunteers to take on tasks.

17/05/22 Contract works:

a) Works completed: Grass cutting and grounds maintenance all carried out as required.

b) Operational Inspection reports – These had been circulated prior to the meeting.

c) Items from the Annual Play Equipment Inspection – There were no items requiring immediate attention. Items are with the contractor.

18/05/22 Brief information & exchange for next agenda items

19/05/22 Date of next meeting: Thursday 14th July 2022 – to be held at Bures Community Centre, Nayland Road at 7.30pm

The meeting closed at 9.15pm

Future dates booked 2022: 15th September Future dates to be agreed 2022: 10th November
2022: 12th January 2023, 16th March 2023, 11th May 2023, 13th July 2023, 14th September
2023.