

## **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 14<sup>th</sup> September 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 13<sup>th</sup> July 2023 to be confirmed and signed as a correct record (previously circulated).
- 5. Appointment of Clerk/RFO**
- 6. Anti-social Behaviour**
  - a. Security – Frontline Protect and CCTV
  - b. Incidents
- 7. Car park and Recycling area fence project**
- 8. Football Club Matters**
- 9. Cricket Club Matters**

**10. Tennis Club Matters**

- a. LTA membership and Safeguarding Policy

**11. Correspondence**

**12. Events/Bookings**

- a. River Stour Trust S2C 9<sup>th</sup> September 2023
- b. 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

**13. Finance**

- a. Finance & Budget Monitoring Report – circulated Consider request from BSMPC to return the additional £2,000 donated towards the sports courts.
- b. To note bank reconciliation report and verifying bank statements – circulated to be signed by Chairman and non signatory member.

**5. Audit Matters** a. External audit 2022-3      b. Internal auditor 2023-4

**6. Sports Ground Inspections and maintenance**

- a. Councillor's report – Tim Fairbairn
- b. To report on items raised from previous inspections.
- c. Repairs
- d. Volunteer tasks

**14. To report on Contract works**

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

**15. Brief information & exchange for next agenda items**

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