

BURES SPORTSGROUND COMMITTEE
Minutes Sportsground Committee Meeting

Thursday 14th September 2023 in the Garrard Room, Bures Community Centre

Present: Cllrs Jackson (Chair) Mrs G. Turner (Clerk) , Norton, Fairbairn and Keeble-Fox, Philip Gough (Bures Tennis Club)

1.9.23 Apologies for absence Cllr Shackell , holiday Cllr Welch - family commitment. Apologies were accepted by the meeting. Chris Crace (Bures Cricket Club)

2.9.23 Register of Interests and Dispensation Requests ‘Pecuniary’ and ‘Non-pecuniary’ interests and Dispensation requests - Cllrs Norton recorded relating to Nigel Norton’s service contract renewal.

3.9.23 Public Forum No items raised.

4.9.23 Minutes Minutes of the meeting of 13th July 2023 confirmed and signed as a correct record.

5.9.23 Appointment of Clerk/RFO Following her attendance at the July meeting, Georgie Turner was offered the post of Clerk and RFO to Bures Sportsground on point 14 of the NALC Pay Scales. Following the reading of the contract and associated policies, the contract was agreed by Gill Jackson and Georgie Turner on 21st August for a start date on 1st September.

6.9.23 Anti-Social Behaviour

a. Security – Frontline Protect Security personnel from Frontline were engaged on Friday 21st July as agreed at the July meeting. There were no incidents that evening.

Following the problems of the encountered at the end of August/beginning of September, the police have agreed to increase their visibility. Discussion took place as to whether Frontline should be asked to cover Bures on Saturday 16th September as good weather was expected. It was suggested requesting a shorter visit time of 3 hours due to the evenings growing darker earlier and the temperature dropping. (Previously Frontline offered a minimum of 5 hours per visit.)

b. Incidents There had been several incidents reported since the last meeting. On 24th August, a resident reported large groups of youngsters intimidating passers and lifebelts being misused. A young person was on the ground and when a resident tried to offer assistance, others became intimidating and abusive. There were incidents over a period from 3rd to 10th September with lifebelt misused and broken furniture around (6th September), a litter bin near the Coronation shelter being destroyed (7th September), the CCTV camera ripped from Cricket

Club pavilion and pavilion clock being smashed (9th September). This was reported to the Suffolk Police and crime numbers were allocated. The Cricket Club were unable to give evidence of footage from the CCTV camera. (This did not appear to be working at the time.) It was agreed Cllr Norton was to refix the camera if in good working order. Cllr Jackson was still awaiting a crime number from Fi Crace regarding the Cricket Club incident/s reported.

7.9.23 Car park and recycling area fence project Quotes are needed for the November meeting for a decision to be made. The possibilities discussed were a fence and hedge or raised sleeper bed which could be planted. Despite the increase in cost if vegetation is included, carbon offsetting should also be considered as well. A barrier is required for pedestrian safety.

In addition, quotes are needed for the rotten posts adjacent to the recycling area. Gary Vaughan and Nigel Norton are to be contacted.

8.9.23 Football Club Matters The litterpick was publicised but it remains unclear whether it took place. Warren Skeggs is to be contacted to ascertain and request advance notice of such events in ensure the Football Club and Sports Ground Committee work together.

9.9.23 Cricket Club Matters Scarifying and reseeding work was carried out on the wicket on 12th September. Criminal damage to CCTV and clock as discussed above.

10.9.23 Tennis Club Matters Philip Gough thanked the Committee for the successful resurfacing work of the tennis courts. The Club had won all of the matches played during the Summer and was being promoted to Division 2. Cllr Jackson receives emails from the LTA however reassured that nothing had been paid. Philip Gough did not think LTA membership was required and therefore a safeguarding policy (as none of its members are under 18 years or vulnerable) was also not required. LTA membership would only be beneficial if insurance was included and this was to be investigated further. Philip Gough mentioned that one of the cog mechanisms on a net had on occasion been slipping therefore this should be monitored. Mr Gough to contact Suffolk LTA regarding membership.

11.9.23 Correspondence No additional correspondence had been received however Cllr Keeble-Fox has been approached verbally regarding the skateboarding ramp being upgraded. The Committee acknowledged it is not for beginners. It was agreed that this would be looked at again after the car park works had been completed.

12.9.23 Events/Bookings

a. River Stour Trust S2C 9th September 2023 Catherine, administrator at RST, had been contacted to make sure all was in order for the checkpoint and two RST members to be by

the landing stage. It was agreed that participants in the event would use the toilet facilities at the car park and the common rather than the RST hire extra in. The numbers taking part this year were expected to be lower due to the restriction on the event due to the closure of Boxted Bridge. This was agreed as there was the suggestion that participants use the refreshments stalls at the market for lunch and snacks. Bures WI stall, supporting the RST Bathing Water status for the Stour, was also at the market. There had been confusion over the gate as RST had been told by a volunteer that the gate would be unlocked. A £10 donation was agreed as RST had no income from the event nor had they received income from the ice cream van.

RST S2C booking for next year - 14th September 2024

- b. Bures Music Festival** The agreement for their booking of 10th – 14th July 2024 (fencing Saturday 6th July, clear up 15th-16th July) would be discussed nearer the time.
- c. Paddle Safer** Phil Byford, Bures Scouts, provided Paddle Safer training on Sunday 6th August. The sessions on Sat 5th August were cancelled due to poor weather. An email of thanks to be sent from the Committee. Cllr Jackson suggested asking Phil Byford again if he would like to join the Parish Council.

13.9.23 Finance

- a. Finance & Budget Monitoring Report** – It was proposed by Cllr Fairbairn, seconded by Cllr Keeble-Fox and agreed unanimously, that the additional £2,000 donated towards the sports courts by BSMPC would be returned due to the extra funding that had been received from the Bures Music Festival.
- b. Bank reconciliation report and verifying bank statements** were signed by Chairman and non-signatory member.

13.9.23 Audit Matters

- a. External audit 2022-3** The report was received on 8th September with no issues raised. A Notice of Conclusion of Audit has been published on the website and updated in the noticeboard.
- b. Internal auditor 2023-4** BB Business Associates have sent price list indicating £200. Sharon Riley who is the External Examiner for BCLT offered £150. It was suggested that the BSMPC and Sports Ground accounts should be amalgamated in order to only have one internal and one external audit fee. It was suggested Cllr Fairbairn investigated and ask SALC for guidance. After discussion, it was agreed it was too late for this year as the audit was required in October. It was agreed that a decision on the internal auditor be made after the BSMPC meeting.

1. Sports Ground Inspections and maintenance

- a. **Councillor's report** – Cllr Fairbairn's report was discussed, amended and signed. It was agreed that a map of the Sports Ground may prove useful. Litter in the Coronation shelter was highlighted.
- b. **Items raised from previous inspections** – Quotes are still needed for slabbing near the yellow gate and grass grid round the adult gym equipment.
- c. **Repairs** Repairs to a bin and the trampoline surround have been completed. Also materials have been bought for volunteer repair work.
- d. **Volunteer tasks** Thanks to Cllr Keeble-Fox for painting the yellow posts, to Cllrs Fairbairn and Jackson for painting the lockerbox and Cllr Norton for putting up the pigeon spikes on the basketball backboards.

14. To report on Contract works

- a. All works completed and carried out in a timely manner : grass cutting, grounds maintenance
- b. **Operational Inspection reports** – All equipment is in good order but signs on the skateboard ramp and at Pikes Marsh need replacement.
- c. **Service contracts**

The three maintenance contracts were up for renewal September 2023. This was advertised on the Parish Council website, on the Sportsground noticeboard and in the Bures Village Magazine. The current contractors were also invited to reapply.

On the closing date of 7th September, interest had been received from all three contractors. No new interest was received. There was no change in costs to either Mr Chambers (main grass cutting contract - £140 per cut) or Mr Vaughan's agreements. Mr N Norton was willing to continue with minor increases for inspections from £28.75 to £30 and mowing of main fenced play area from £40 to £50. All other items of the contract were to remain the same.

These contracts were agreed by the Committee (proposed by Cllr Norton and seconded by Cllr Keeble-Fox.) A question arose regarding the grass-cutting budget and whether it would be possible to stay within this. This is unclear at present as is weather dependent.

15. Brief information & exchange for next agenda items

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