

BURES JOINT SPORTSGROUND COMMITTEE

Mrs Jenny Wright
Clerk to Sports Ground Committee
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Notice of Sportsground Committee Meeting

Please note this is a Virtual Meeting

Members of the Public should contact the Clerk to arrange an invitation to join

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 6th May 2021 at 7.30pm.

AGENDA

1. **Apologies for absence** – to note specific reason if absent from meeting
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 Chairman. 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 11th March 2021 to be confirmed and signed as a correct record (previously circulated).
5. **Visitor issues**
 - a) To report on Suffolk and Essex Police support
 - b) To discuss need for extra CCTV cameras
 - c) To report on litterpick rota

6. Matters arising which do not appear elsewhere on the agenda

- a) Skateboard ramp refurbishment
- b) Refurbishment of old roundabout
- c) Cricket club net areas
- d) Tennis court maintenance and use of tennis court
- e) Play equipment options for replacement of A – B Climber
- f) Revamp of tennis court noticeboard
- g) Clarification of landing stage ownership
- h) Pikes Marsh play area maintenance and land transfer

7. Generating Income

- a) Update on sale of refreshments/toilet provision/electricity supply/safety barriers
- b) To consider request to run a karate club at recreation ground
- c) To consider request to run open water swimming classes at recreation ground
- c) Tariffs/donations for smaller and larger events
- d) To consider a draft fees and conditions notice

8. Fencing/trampoline project

- a) To report on matters arising from the project – extra gate/dog issues/matting pegs
- b) To confirm agreed cutting of grass in fenced area – £40 per cut – max 15 cuts
- c) To discuss relocation of oak post
- d) To discuss relocation of Beacon

9. 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) To report on renewal of insurance policy with Came & Co.- CCTV costs
- d) To agree rents for football and cricket clubs 2021/22
- e) To discuss and agree membership to Fields in Trust - £50
- f) To note VAT claim 2020/21 submitted to HMRC
- g) To note half year precept requests to BHPC & BSMPC presented

10. Audit matters

- a) To consider the findings of the Review of the effectiveness of the system of internal control held on 23rd November 2020
- b) To note the Internal Auditor's report 2020/21 and to follow up on any matters raised
- c) To approve by resolution and sign the Annual Governance Statement 2020/21
- d) To consider, approve by resolution, sign, date Annual Accounting Statement 2020/21
- e) Audit items to approve:
 - Appointment of Internal Auditor and Fees for 2021/22
 - Date for Internal Audit Review Checklist 2021/22
 - Terms of Reference
 - Accounts available for sale for £2
 - Insurance renewal confirmation
 - Asset Register
 - Risk Assessments
 - To note Bures St Mary Parish Council 2021 Financial Regulations & Standing Orders reference to Bures Sportsground Committee

11. Correspondence

- a) Request from Noah's Ark to install an advertising banner
- b) To report and follow up on receipt of Clerk's notice of resignation
- c) To report on offer of basketball hoop net

12. Events

- a) 2021-22 event dates circulated and noted.
- b) To approve request – Noah's Ark 50 year celebration event – 10th July
- c) To note Primary School Bikability – 17th – 20th May & 24th – 25th May
- d) To note Macmillan Mighty Hike event confirmed for 31st July 2021
- e) To note Macmillan Mighty Hike event 2022 – scheduled for 29/30th July
- f) To note BMF 2021 cancelled

13. Sports Ground Inspections

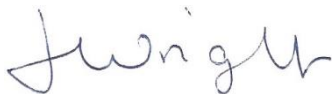
- a) Councillor's report – Cllr D Monk
- b) To report on items raised from previous inspections – tennis court signs, tractor shed repairs, landing stage edge, supply of tennis racquets/ balls, carpark post repairs, damaged table, Pikes Marsh bench repair, bolt repairs to Pikes Marsh slide

14. To report on Contract works:

- a) To report on works completed: grass cutting, grounds maintenance
- b) Operational Inspection reports - circulated
- c) To report on Routine Inspector Course - 15th April 2021

15. Brief information & exchange for next agenda items

- 16. Date of next meeting:** Thursday 8th July 2021 – to be held at the Committee Room, Bures Community Centre, Nayland Road at 7.30pm
Future dates booked 2021: 9th September, 11th November



Mrs Jenny Wright
Clerk to Bures Sports Ground Committee
29th April 2021