

BURES JOINT SPORTSGROUND COMMITTEE

Jenny Wright
Acting Clerk and RFO to Sports Ground 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 12th May 2022 at the Garrad Room, Bures Community Centre 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 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 10th March 2022 to be confirmed and signed as a correct record (previously circulated).

5. Matters relating to visitor increase to area

- a) To report on CCTV monitoring and follow up
- b) To report on funding application for a Youth Worker
- c) To report on damage and broken glass incident

6. Football Club Matters

- a) Request for support for grass / fertiliser application

- 7. Cricket Club Matters**
 - a) Seeding of old cricket net area
 - b) Repairs to rear of pavilion
- 8. Tennis Club Matters**
 - a) Plans for re surfacing
 - b) Grant applications
 - c) Guidance notice for courts
- 9. New playground equipment project**
- 10. Pikes Marsh play area**
 - a) Maintenance checks
- 11. Correspondence**
 - a) Grass grids for new gate area and around adult play equipment
 - b) Fields in Trust virtual AGM - 14th June 2022 + admin details
 - c) Emails of concern regarding the swans nesting
 - d) MTM Portaloo hire charges
 - e) Request for football goals with nets
- 12. Events / Bookings**
 - a) 2021-22 event dates circulated. All booking hire forms and insurance on file
 - b) BMF confirmation of dates
 - c) To report and accept Queen's Jubilee event programme
- 13. 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 agree rents for football and cricket clubs 2022/223
 - d) To note VAT claim 2021/22 submitted to HMRC
 - e) To note half year precept requests to BHPC & BSMPC presented
 - f) To follow up on recycling credits
 - g) Donation to Scouts bridge/railings clean
- 14. Audit matters**
 - a) To consider the findings of the Review of the effectiveness of the system of internal control held on 4th October 2021
 - b) To note the Internal Auditor's report 2021/22 and to follow up on any matters raised
 - c) To approve by resolution and sign the Annual Governance Statement 2021/22
 - d) To consider, approve by resolution, sign, date Annual Accounting Statement 2021/22
 - e) Audit items to approve:
 - Appointment of Internal Auditor and Fees for 2022/23
 - Date for Internal Audit Review Checklist 2022/23
 - Terms of Reference
 - Accounts available for sale for £2
 - Insurance renewal confirmation
 - Asset Register
 - Risk AssessmentsTo note Bures St Mary Parish Council 2021 Financial Regulations & Standing Orders will reference to Bures Sportsground Committee

15. **Appointment of Clerk/RFO**
 - a) To discuss interest received for the role
 - b) To agree contract and appointment

16. **Sports Ground Inspections**
 - a) Councillor's report – Cllr T Saer
 - b) To report on items raised from previous inspections – adult exercise cross trainer equipment repair, graffiti on teen shelter, debris to rear of bottlebanks
 - c) Items requiring maintenance – damaged carpark fencing

17. **To report on Contract works:**
 - a) To report on works completed: grass cutting, grounds maintenance
 - b) Operational Inspection reports - circulated
 - c) Items from the Annual Play Equipment Inspection

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

19. **Date of next meeting:** Thursday 14th July 2022 – to be held at Bures Community Centre, Nayland Road at 7.30pm
Future dates booked 2022: 15th September
Future dates to be agreed 2022: 10th November
2023: 12th January, 16th March, 11th May,
13th July, 14th September



Mrs Jenny Wright
Acting Clerk to Bures Sports Ground Committee
5th May 2022