

Minutes of a meeting of the Bures Joint Sports Ground Committee held virtually on Thursday 6th May 2021 at 7.30pm

PRESENT: Cllr G Jackson (Chairman), Mrs J Wright (Clerk)
Bures St. Mary Parish Council: Cllr L Norton, Cllr S Pentney, Cllr T Saer
Bures Hamlet Parish Council: Cllr D Monk, Cllr R Shackell, Cllr M Welch
Also present: C Crace (Cricket Club), P Gough (Tennis Club)

1/05/21 APOLOGIES FOR ABSENCE

Apologies received from Cllr Raymond (unwell). Apologies accepted by those present. Apologies also received from C Revell (Football Club), C Holbrook (Internal Auditor).

2/05/21 REGISTER OF INTERESTS AND DISPENSATION REQUESTS

To declare any 'Pecuniary' or 'Non-Pecuniary' interests and dispensation requests. Cllr Saer declared an interest in Agenda item 7 (a) Generating Income.

3/05/21 PUBLIC FORUM – 15 minutes maximum public participation

3 minutes for individual contributions unless agreed by the Chairman

No members of the public present. Club representatives raised no matters for attention.

4/05/21 MINUTES

Minutes of the previous meeting of 11th March 2021 (previously circulated) were approved as a correct record. To be duly signed following the virtual meeting.

5/05/21 VISITOR ISSUES

a) Police support: Police support is being given by both Essex and Suffolk NPTs as and when issues arose. Numbers of visitors arriving at the recreation ground has continued to increase over the last few weeks. A virtual police meeting to be arranged.

b) CCTV cameras: Both the Cricket Club and the Community Centre Management Group suggested a need to increase the number of CCTV cameras. I-HT provided a breakdown of costs and suggested areas for increased cover for members to discuss. Members agreed that this should be a matter for the individual clubs to follow up and if warranted the extra CCTV cover costs to be met by the clubs themselves.

c) Litter pick rota: New rota has been circulated to all volunteers along with updated risk assessments. Extra equipment ordered from BDC. Cllr Norton suggested an aluminium can bin for Bures Common. Cllr Jackson advised that a small group of volunteers were monitoring and recycling at the Common and Essex Knowle. Tracy Saer reported she has a waste bin for the refreshment wagon visitors to use. Some volunteers were kindly litter picking the recreation ground after the late evening visitors had left.

6/05/21 MATTERS ARISING FROM THE PREVIOUS MINUTES

a) Skateboard ramp: The refurbishment has been completed as per agreed quotation - £3,964. Costs allocated to the budgets of Projects and Play equipment. However 2 additional welding repairs had arisen during the refurbishment with extra costs of £440. The Clerk had approved these to allow completion of works to continue. Members agreed to allocate these to the Repairs budget. Skateboard ramp to be on a 3 – 4 year rolling works programme.

b) Old roundabout project: This was not considered a priority and item deferred.

c) Cricket club net: Old net removed. Chris Crace suggested leaving the good concrete section for a bench to be installed on and the damaged section to be a BBQ area. Members agreed that the damaged section should be removed and agreed to meet on site to discuss the matter again prior to the next meeting. Concerns raised that the metal corners of the old net stood proud of the ground. Clerk agreed to follow up.

d) Tennis courts: Philip Gough gave a short report: Moss treatment of the courts has been done. Tennis Club not currently in action, however pickleball remained extremely popular. Adhoc tennis was being played on a frequent basis. Philip advised that owing to the current markings on the court, difficulties arose when both tennis and pickleball are being played at the same time. Court markings will be orientated when new surfacing laid. Philip agreed to check the damaged net. Nets to be taken down for the school Bikeability week. Cllr Jackson reported that spare tennis racquets and tennis balls along with pickleball bats are available from the locker at the side of the courts. Some discussion as to whether the equipment may be better accessed. Two basketball nets have been donated and fitted to the hoops.

e) A – B Climber: Cllr Saer circulated design options of play equipment to replace the A – B Climber in the toddler play area. Following the success of the ground level trampoline in the main playarea it was considered that a second would be a welcomed asset for the toddler playarea. Members agreed to proceed and grants to be investigated.

f) Tennis courts noticeboard: The noticeboard is in need of upgrading. Philip Gough agreed to follow up.

g) Landing stage: EA assets team still to clarify ownership of the landing stage. No further progress to date.

h) Pikes Marsh playarea: No progress on the transfer of land ownership to the Committee. District Cllr Melanie Barrett following up on behalf of BSMPC. Cllr Saer completing weekly visual checks of the play equipment. Nigel Norton undertaking monthly inspections as per contract agreement.

7/05/21 GENERATING INCOME

a) Update on refreshment sales and toilet provision: Electricity supply point installed and metered via the Cricket Club. Refreshment sales commenced 1st April as per the written agreement. Contract to be reviewed following the end of the summer season. Safety barriers in place. Portaloo hire agreement commenced 1st April. Locking of the portaloo discussed. Cllr Norton agreed to lock between 8 and 10pm in the evening. Portaloo cleaned weekly by MTM with Tracy Saer monitoring and cleaning adhoc as necessary. All well received by residents and visitors.

b) Karate club: Members considered a request to run a karate club at the recreation ground on a Wednesday evening weather permitting. This was agreed with a £10 fee payable if and when there is sufficient take up to enable the club to be financially viable.

c) Open water swimming: Members considered a request to run introductory open water sessions at the riverbank area. As part of the session risk assessment swimmers would need to gain access to the private field from the river if in difficulty. Consent to this has not been given to date. It was agreed further discussion with the coaching company was needed.

d) Paddleboarding: Members drew attention to the advertising signs still in place at the Millennium footbridge gate entrance at Colchester Road. Members agreed to monitor as the requests to set up a paddleboard business to run from the recreation ground had been refused.

e) Event tariffs/donations: Larger events such as the Macmillan Hike and BMF were happy to pay the £150 per day charge as agreed at the previous meeting. It was agreed that no charge would be made for single events where no funds raised or the funds benefit the community. Small income generating events - £50 per day and businesses using a small area - £10 per session (free until viable). Village events – donations welcome. Agreed by all members present.

f) Fees and Conditions: A draft Conditions and Hire Agreement for the recreation ground had been prepared and circulated to all members. Members agreed to adopt.

8/05/21 FENCING/TRAMPOLINE PROJECT

a) Project: All works completed and grants received. Dog signs installed. Members monitoring as some owners still taking their dogs into the fenced area. It was agreed to accept the quotation from Jacksons Fencing for a second small entrance gate into the fenced play area - £900.15 + VAT. This would be installed on the far side closest to the maintenance gate. Extra trampoline pegs ordered to ensure matting edging remains secured. Paved area completed. Tracy Saer has been asked if a bench could be installed along the main path outside of the fenced area. It was decided to wait on the offer of a memorial bench in memory of a loved one.

b) Grasscutting of fenced area: Nigel Norton's contract had been amended to include a £40 per cut, maximum 15 cuts per annum of the fenced area. Approved by all members.

c) Relocation of oak post: 2 positions suggested for the relocation of the oak post plus the QE II Field in Trust and Millennium Oaks plaques. It was agreed to relocate in the niche in the fencing along the boundary of the main path.

d) Relocation of beacon: The beacon needed to be relocated from its current position within the fenced play area for health and safety reasons. As members struggled to suggest a suitable site option it was agreed to remove the beacon and give further thought to the matter before the next meeting.

9/05/21 FINANCE

Business Access A/C balance: £6,178.65 Community A/C balance: £9,038.48 (when all cheques paid). Finance & Budget Monitoring Report – circulated, noted and attached.

a) Bank Reconciliation dated 18th April 2021 circulated, noted and attached.

Corresponding bank statements circulated, noted and attached. To be signed by the Chairman and a non-signatory member following the virtual meeting.

b) Feedback from Cllr Raymond's review of the insurance cover held with Came and Co had been followed up and agreed points actioned. Cover added for the ground level trampoline. CCTV hired from I-HT agreed to be insured. Clerk waiting on quotation from Came & Co. It was agreed to review insurance cover for play equipment when reviewing budget at the November meeting.

c) Football and Cricket Club rents reviewed and agreed to remain as previous year.

d) Agreed to renew membership to Fields in Trust - £50 per annum.

e) 2021/21 VAT claim submitted – noted.

f) 1st half year precepts to BHPC and BSMPC presented – noted.

10/05/21 AUDIT MATTERS

a) Findings of the Review of Effectiveness of the system of internal control held on 23rd November 2020 were duly considered and accepted.

b) 2020/21 Internal Auditor's Report with recommendations circulated and duly noted.

c) 2020/21 Annual Governance Statement was approved by resolution and duly signed.

d) 2020/21 Annual Accounting Statement was considered, approved by resolution, duly signed and dated.

e) The following Audit matters were reviewed and duly approved:

Appointment of Mrs C Holbrook as Internal Auditor for 2021/22 with fees to remain as previous year.

Date for Internal Audit Review Checklist to be held early October – Cllr Pentney, Cllr Shackell, Clerk and Internal Auditor to attend.

Bures Joint Sportsground Committee Terms of Reference.

2020/21 accounts to be made available for sale at £2 per copy.

Insurance renewal confirmation.

Asset Register.

Risk Assessments.

Bures St Mary Parish Council Financial Regulations and Standing Orders duly circulated.

11/05/21 CORRESPONDENCE

- a) A request from Noah's Ark Nursery Group to install an advertising banner along the fence of its play area was refused. The Sportsground annual inspection has previously advised that signs should not be fixed on the fencing. Members suggested the Nursery Group should reconsider its request and offer a more acceptable advertising solution.
- b) **Clerk's notice of resignation:** The Clerk had tendered her resignation as Clerk/RFO to Bures Sportsground Committee with a leaving date of 31st October 2021. However she was willing to oversee the handover period until the end of the year. This was accepted by the Committee and the Chairman will commence the process to fill the position.

12/05/21 EVENTS

- a) 2021-22 event dates circulated and noted.
- b) Noah's Ark Nursery Group – 50 year celebration event – 10th July - agreed.
- c) Primary School Bikeability – 17th to 20th May and 24th to 25th May – agreed
- d) Macmillan Mighty Hike 2021 – booking confirmed for Saturday 31st July with 2 set up days prior to the event. Charges agreed at £150 per day.
- e) Macmillan Mighty Hike 2022 – scheduled for 29th/30th July.
- f) BMF 2021 – cancelled.

13/05/21 SPORTS GROUND INSPECTIONS

- a) **Councillor's report** – Cllr Monk had circulated her report prior to the meeting. Items to note – Sportsground in a good condition generally. Bench nearest main hall unstable. Swing seat fixings needed checking. Weeds to be cleared from Pikes Marsh playhouse. Cricket area still to be reseeded. Groundsman shed needs painting. One lifebelt had a cracked casing.
- b) **Items raised from previous inspections:** Tennis court signs updated, timber repaired on groundsman shed, landing stage edging repairs still being followed up, carpark posts repaired, circular table repaired, Pikes Marsh bench repaired, fixings ordered and Pikes Marsh slide repaired, adult gym notices revamped, Morplus climbing wall damages to be repaired.

14/05/21 CONTRACT WORKS

- a) Works completed: grass cutting and grounds maintenance. All satisfactory.
- b) Operational Inspection reports – circulated and matters raised followed up.
- c) Nigel Norton attended the Routine Inspector course on 15th April 2021. Items raised from the course – a notice showing the recreation ground location details needed for emergencies. Play area entrance gates should be yellow as a visual requirement. Items to be followed up.

15/05/21 BRIEF INFORMATION & EXCHANGE FOR NEXT AGENDA ITEMS

Following the agreed tender for the refreshment wagon to trade from the Nayland Road carpark concerns were raised that an icecream seller continued to trade at the carpark. Chairman to follow up.

16/05/21 DATE OF NEXT MEETING

Next meeting scheduled for: Thursday 8th July 2021 to be held at The Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.
Future dates booked 2021: 9th September, 11th November

The meeting closed at 9.30pm

Signed:

Committee Chair

Date:

