BURES JOINT SPORTSGROUND COMMITTEE

Mrs Jenny Wright
Clerk to Sports Ground Committee
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Bures
Suffolk
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Dear Councillor
You are hereby summoned to attend a meeting of the Bures Sports Ground Committee on Thursday 14th September 2017 at the Committee Room, Bures Community Centre, Nayland Road at 7.30pm.

The Press & Public are welcome to attend

AGENDA

1. **Apologies for absence**

2. **Register of Interests and Dispensation Requests**
   To declare any 'Pecuniary' and 'Non-pecuniary' interests

3. **Appointment of new member**

4. **Public Forum –** 15 minutes maximum public participation
   3 minutes for individual contributions unless agreed by the Chairman

5. **Minutes**
   Minutes of the previous meeting of 13th July 2017 to be confirmed and signed (previously circulated)

6. **Matters arising which do not appear elsewhere on the agenda**
   a) Youth issues – suggestions CCTV
   b) Zip wire seat and chain repair
   c) QE11 Deed of Dedication papers
   d) Supply new benches at main play area
   e) Review of Primary School facility use
   f) Tennis Court improvements

7. **Morphus X project**
   To report on progress of project

8. **Disabled swing project**
   To report on progress of grant applications

9. **Correspondence**
   To discuss increasing parking facilities at Sportsground

10. Events for approval

Event dates for 2017 & 2018 circulated
RST S2C 9th September 2017 – use of drone requested
Football kit sponsorship – Sunday 17th or 24th September
RST Boat Rally – 23rd June 2018
RST S2C – 15th – 16th September 2018

11. Annual General & Maintenance Contract

To report on meeting to discuss issues with cricket outfield cutting
To review contract with JPB Landscapes

12. Sports Ground Inspections

a) Councillor's report – Cllr Gill Jackson
b) To report on items raised from previous inspections: roof shingles, BBQ repairs, damaged dog sign, infill holes at barbecue area, re-fix picnic table, tractor shed lock repair
c) To note annual play equipment Inspection scheduled for October

13. To report on JPB Landscape works:

a) To report on works completed: grass cutting and grounds maintenance programme, Coronation Shelter grass matting, spring rockers grass matting
b) Operational Inspection reports – seesaw bushes repair

14. To report on Gary Vaughan works:

Benches, trees, fencing, teen shelter, waste collections

15. Finance

a) Finance & Budget Monitoring Report – circulated
b) To note bank reconciliation report and verifying bank statements – circulated and for signing by Chairman and a non-signatory member
c) Clerk to report on Financial Briefing held at EALC – notes circulated
d) To confirm insurance details & Sportsground Committees contribution to BSMPC
e) To confirm updated Asset Register - circulated
f) To note 2nd half precepts submitted to BSMPC & BHPC
g) To note 2nd half year invoice for boundary costs submitted to Community Centre

16. Audit matters

To note waiting on External Auditors approval of 2016/17 Accounting Statements
To note Internal Audit Review meeting arranged for 4th & 5th October at 6pm
– Cllr Wilson & Cllr Kemball to attend one session with Clerk and Internal Auditor

17. Any Other Business/Next Agenda Items

18. Dates of future meetings:

To confirm date of next meeting – 16th November 2017
Future date booked: 11th January 2018
Future dates to be agreed for 2018: 16th March, 10th May, 12th July

J Wright

Mrs Jenny Wright
Clerk to Bures Sports Ground Committee
8th September 2017