

# **OLDBURY ON SEVERN PLAYING FIELDS COMMITTEE**

## **ANNUAL GENERAL MEETING**

Minutes of Committee Meeting held on 16<sup>th</sup> April 2015 at 7.30pm in the Pavilion, Westmarsh Lane, Oldbury-on-Severn

### **293/15 Present**

**Committee Members:** Rachael Burgess (Secretary), Jon Stephens (Treasurer), Ian Knapp, Derek Garrett, Cllr Barry Turner, Gerald Porter, Peter Everton, Cllr Allan Knapp, Denise Young (Busy Bees Manager)

**294/15 Apologies for Absence** – Andy Macdonald, Chris Fairhead, and Dylan Griffiths.

**295/15 Declarations of Interest in Items on the Agenda** – none

**296/15 Public Forum** – none

**297/15 Approval of Minutes** – The AGM minutes from April 24<sup>th</sup> 2014 were not available for comment.  
*Action: To be followed up. (Rachael)*

### **298/15 Chairperson's Report**

My thanks to all the committee for their efforts during the year; particularly to Rachael who is resigning as secretary and welcome to Mike who is taking on the job – again.

**The Play Area.** All our thanks go to Barry for single handedly raising the funds and managing the installation of the new playground equipment and play area. It looks superb, we now need to give our attention to surfacing the area under the original slide.

**Football Pitch.** Peter and Dillon's efforts have allowed us to reach the stage where we have a surface analysis and some idea of quick fixes and the ongoing maintenance costs to support them. We now need to decide whether to continue with the existing field or look to purchase an alternative. Either alternative needs a clear commitment from the team who would use it.

**Busy Bees.** Busy Bees continue to make good use of the facilities while maintaining the interior for us.

**Risk Assessment, Weekly Inspections.** The weekly inspection check which Dawn produced for us has not been followed on a regular basis. One or two of us have done the occasional check but a more regular check is still required.

There are still issues associated with the use of the car park and we have not yet resolved the control of cars visiting the cricket club or using the tarmac area adjacent to the pavilion.

**Lettings.** My thanks to Allan for his continuing efforts including managing the letting activity for us.

**Grass Cutting.** Weed Control have continued to make a reasonable job of cutting and trimming after some early 'guidance' from Ian.

**The heating System.** The existing system seems to be hanging on after the maintenance activity last year. It will be necessary to reach a decision for the longer term.

**Finance.** Thank you Jon for your work in managing our finances preparing the budget and getting the accounts approved.

Chris Fairhead.

**299/15 Treasurers Report (see Financial Summary attached at end of minutes)**

Jon Stephens reported on the balance of current account, the Building society account and the PFC fund. Accounts are complete and will soon go to the Clerk for auditing.

Any outstanding bills will need to go to the Parish Council, addressed 'for the attention of the PFC'.

There is still outstanding hire payments from Oldbury Deckers Club.

The Meter reading for the electric and water have been taken today.

The Playdale Equipment will be checked over by ROSPA soon.

'Complete weed control' will be carrying out grass cutting and strimming around the play area and swings according to Ian's direction from now onwards.

There was a debate about keeping the Cooperative Account going as this building society will soon be moving out of Thornbury. Peter recommended to change accounts.

**300/15 Appointment of Committee Members and Representative for the next year:**

**Parish Council** - The Parish Council Representatives will be decided upon on the 18<sup>th</sup> May 2015.

At present they are Cllr Barry Turner and Cllr Allan Knapp.

**Cricket Club** - Gerald Porter and Derek Garrett

**Busy Bees Playgroup** - Denise Young

**Oldbury School** - Andy Macdonald

**Deckers Youth Club** - Rachael Burgess

**Horticultural Society** – Allan Knapp

**Village Plan/ Football** – Peter Everton

**Co-optees** - Chris Fairhead, Jon Stephens, Ian Knapp, Dylan Griffiths and Mike Pheysey.

There are 8 Committee Members and 5 Co-optees.

**301/15 Election of Officers**

**Chairperson** - Chris Fairhead.

**Vice Chairperson** - Andy Macdonald

**Secretary** – Mike Pheysey

**Treasurer** - Jon Stephens

**Letting Officer** – Denise Young

The officers were all proposed by Allan Knapp, seconded by Peter Everton and agreed by all.

**302/15 Bank Account Signatories** are again to be Jon Stephens, Chris Fairhead and Alan Knapp.

*This concluded the business of the meeting.*

*The next meeting took place straight after.*

Signed by Chairman

Date:

**Oldbury on Severn Playing Fields Committee  
Summary of Accounts for OPFC April Meeting  
Meetings date 16/04/15 - Accounts as of 31/03/15**

Financial Summary

Current Account       £8390.38  
Deposit Account       £32.13

Payments – Current Account

Soil investigation football pitch (C234)  
Bristol Fire (C235)  
Safety Testing (Boiler service) (C236)

Cash

None – held

Outstanding

Oil – ordered  
Complete Weed Control - contract for season agreed  
Play equipment safety checks (due - July)

Receipts

South Gloucs NHB Grant Payment (soil investigation)  
Hall Hire (£396.00 – Jan Meeting)

Building Society Statement

Balance @ 31/03/15 - £3616.87

Transactions

Fire Safety extinguisher checks carried out 13/01/15

Authorisations

Oil as required

Signatures for cheques

Oil

AOB

Proposed 2014/15 operating budget to be prepared for Parish Council.

Accounts presented to Parish Council for audit / reconciliation into Parish accounts / VAT reclaim – some able to claim total of refund not yet identified.

Note if anyone is instruction or receiving a bill on behalf of the PFC can they please advise the issuer to address it to Oldbury Parish Council