

OLDBURY ON SEVERN PARISH COUNCIL

PLAYING FIELDS COMMITTEE

Minutes of Committee Meeting held on 6th April 2017 at 8.20pm in the Pavilion,
Westmarsh Lane, Oldbury-on-Severn

PRESENT

Committee Members: Chris Fairhead (Chairman), Mike Pheysey (Secretary), Jon Stephens (Treasurer), Cllr Dylan Griffiths, Ian Knapp, Gerald Porter, Cllr Keith Sullivan, Denise Young.

23/17 To accept Apologies for absence

Derek Garrett, Andrew MacDonald, Glynn Pool, Ivor Stafford, and Barry Turner

24/17 To Receive Declarations of Interest in Items on the Agenda

None.

25/17 Public Forum

None.

26/17 To approve the last minutes

There were no matters arising from the minutes of the meeting dated the 12th January 2017 which were duly approved by the committee and signed by the chairman.

27/17 The Berkeley Hunt – use of the area around the pavilion

Action: Denise Young to email a copy of the hunt's risk assessment to the secretary and the parish clerk.

28/17 The New Play Area

The plywood panels temporarily fitted to the slide need to be replaced with something that will last. Ian Knapp suggested using the current panels as a template to cut new panels in polycarbonate.

Chris Fairhead proposed putting up the tennis nets up at Easter for use during the summer. The committee felt that football during the winter and tennis during the summer represents a fair shared use of the MUGA. To stop the tennis nets getting damaged by repeated setting up as in the past, the football nets should be repositioned in the field beyond the MUGA. Tennis usage to be monitored with an aim to pack them away properly for the winter.

29/17 The Football Field

Ian Knapp to talk to Paul O'Connor of Real Thornbury, and Phil Page of the Dairy Maids' planned use of the football pitch.

30/17 Fixed Asset register

The Parish Council are about to renew the fixed asset register, a copy of which will be passed to the Playing fields Committee.

31/17 The PFC Risk Reduction Checklist

Item	Issue	Current status / Further action
Old gas heater	There is an old disused gas heater in the mezzanine area of the pavilion.	<i>Cleared. Action closed.</i>
MUGA tennis nets	The tennis net needs replacing.	<i>Winders now fixed and nets repaired. Net or nets now need putting up.</i>

32/17 Grass Cutting Quotes

The committee is satisfied with how the grass cutting was carried out last year. **Action: Ian Knapp to obtain a follow-on quote for 2017.**

33/17 Busy Bees

Jon Stephens to adjust the annual charges to Busy Bees to reflect their 38 weeks per year usage. **Action Jon Stephens.**

34/17 Financial Summary

Jon Stephens submitted the financial summary, see Appendix A.

35/17 A.O.B.

Notice boards – Cllr Keith Sullivan is securing a surplus to requirement notice board.

Pavilion heating – Ian Knapp has a preliminary quote for just over £10,000 which includes “child-friendly” low-temperature radiators. Two further quotes are needed before proceeding. Gerald Porter, Chris Fairhead and Ian Knapp, offered to produce a specification against all three suppliers can quote which would include DIY cost reductions. The committee concluded that the main drivers for this work are; reduce noise, improve temperature stability, deal with current obsolescence and improve lettability.

Pavilion lighting – Ian Knapp was informed by the electrician that there are proper safety light fittings, complete with cover retaining straps, at £50 each. Chris Fairhead proposed a ceiling of £350 for all of these electrical works, Jon Stevens seconded, all agreed. **Action Ian Knapp to get an electrician to carry out the necessary works.**

Fun Run – Jon Stephens will arrange a float for the car park.

36/17 Close of meeting

The secretary confirmed that the next meeting will be at 7:30pm on Thursday 6th July 2017. The Chairperson closed the meeting at 9:30pm.

Signed by Chairperson: _____

Appendix A – Financial Statement – 6th April 2017

Oldbury on Severn Playing Fields Committee
Summary of Accounts for OPFC April Meeting
Meetings date 06/04/17 - Accounts as of 31/03/17

Financial Summary

Current Account £12052.63
Deposit Account £32.35

Payments – Current Account
Elite Hygiene services (Porta loo)
Ford Fuel oils

Cash
None

Outstanding
Elite loo cleaning Mar £228.40
Complete Weed Control £85.80

Receipts
Hall hire (657.94)

Building Society Statement
Balance @ 31/03/17 - £9498.32

Transactions

Revised cleaning cost contribution arrangements email forwarded to BB's – DD to be amended, then balance of payment from commencement will be invoiced for payment.(66.67/month - £333.30 owed to 31/03/17)

Agree Electricity & water readings with Cricket Club email of costs forwarded (£491.11)

Youth club contribution (£6 x 40 weeks =£240 up to 31/03/17)

Authorisations
Oil as required

Signatures for cheques
As per above as required.

AOB

PlaySafety – inspection due June/July 17.

Fire extinguishers – inspection by Bristol Fire due 04/05/17

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