

OLDBURY ON SEVERN PLAYING FIELDS COMMITTEE

Minutes of Committee Meeting held on 12th January 2017 at 7.30pm in the Pavilion,
Westmarsh Lane, Oldbury-on-Severn

PRESENT

Committee Members: Chris Fairhead (Chairman), Mike Pheysey (Secretary), Cllr Dylan Griffiths, Ian Knapp, Andy McDonald, Gerald Porter, Jon Stevens and Cllr Keith Sullivan.

1/17 To accept Apologies for absence

Derek Garrett, Barry Turner and Denise Young.

2/17 To Receive Declarations of Interest in Items on the Agenda

None.

3/17 Public Forum

None.

4/17 To approve the last minutes

There were no matters arising from the minutes of the meeting dated the 6th October 2016 which were duly approved by the committee.

5/17 The Berkeley Hunt – use of the area around the pavilion

Action: Chris Fairhead to check with Denise Young that she has received an updated risk assessment from the hunt.

6/17 The New Play Area

Jon Stevens reported that RoSPA recommend that pedestrian gates can be unlatched but should open into the area where young children are expected to occupy. This helps prevent them from simply pushing the gate open and running out of the play area into potential danger. The committee felt it prudent to investigate ways of re-hanging the pedestrian gate between the pavilion car park and football pitch. *Action working party, see AOB.*

The grass has filled in the bare areas well. However, the two paving slabs to the right of the slide ladder should be removed. *Action working party, see AOB.*

Rusting is starting to appear around the welds of the new play equipment. *Action Barry Turner to contact supplier.*

7/17 The Football Field

Nothing to report.

8/17 The PFC Risk Reduction Checklist

Item	Issue	Current status / Further action
Gas cylinder enclosure	The enclosure is not secured and vulnerable to tampering.	<i>Action closed.</i>
Rubbish bins	Empty drinks cans are only collected if they are placed in a green recycling box. The Cricket Club place theirs in a black wheelie-bin which is consequently not emptied and now full to the brim.	<i>Action closed.</i>

Item	Issue	Current status / Further action
Port-a-loo	The water is turned off due to a leak, there is no toilet paper and it needs cleaning. The PFC need to decide whether or not the Port-a-loo is staying.	<i>Repaired and a cleaning service is now in place. Action closed.</i>
Old gas heater	There is an old disused gas heater in the mezzanine area of the pavilion.	<i>Still needs disposal. Action working party, see AOB.</i>
MUGA tennis nets	The tennis net needs replacing.	<i>Winders now fixed, the nets are still serviceable but need new wires. Action Jon Stevens.</i>
MUGA 5-a-side nets	The nets are getting caught on the goal frame rollers and have become damaged as a result.	<i>Tie-wraps purchased and fitted. Action closed.</i>
MUGA storage cupboard	The doors of the storage cupboard by the MUGA entrance are broken.	<i>Cleared. Action closed.</i>
Storage	It appears that the playing fields are running out of storage space.	<i>Rubbish cleared. Action closed.</i>
Notice boards	The notice board has an incorrect telephone number for the Parish Clerk.	<i>Correct number now displayed. Action closed.</i>

9/17 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.**

10/17 Busy Bees

Pavilion charges to Busy Bees need to be reviewed to take account of the toilet cleaning. **Action Chris Fairhead to liaise with Denise Young.**

11/17 Financial Summary

Jon Stephens submitted the financial summary, see Appendix A.

Jon Stephens reminded the committee that he is intending to stand down at the next AGM (April). **Action: Chris Fairhead to put a notice in the 4-ward calling for chairman and treasurer nominations.**

12/17 A.O.B.

Use of facilities – There was some concern expressed over the amount the facilities are being used by persons from outside the parish without any contribution to their upkeep. Once the new notice board has been put up, it is hoped that clear notices explaining how the facilities are funded, along with contact details of committee members, may encourage the more appreciative users to make a donation.

Pavilion lighting – Ian Knapp has replaced one of the light fittings. It was discussed that the wire guard frame does indeed need refitting. Chris Fairhead proposed that the second, partially failed light fitting, needs replacing and new tubes fitted to a third, seconded Mike Pheysey, all agreed. Also the pavilion's outside light needs fitting with a motion detector. Chris Fairhead proposed a ceiling of £100 for all of these electrical works, Jon Stevens seconded, all agreed. **Action Ian Knapp to get an electrician to carry out the necessary works.**

Pavilion front door lock – Ian Knapp proposed that, as many of the keys don't work (copies of copies) and the original master keys lost, the front door lock should be replaced and 10 keys cut immediately and the masters identified and kept safe. Seconded Jon Stevens, all agreed.

Pavilion heating – Before quotes can be requested, a specification needs to be drawn up. For example, do special anti-scold radiators need to be used? **Action: Gerald Porter to draw up a valuation of the costs by end January 2017 in time for the forthcoming working party.**

Working party – 9:30am Saturday 25th February 2017.

- Investigate re-hanging the pedestrian gate between the pavilion car park and football pitch.
- Remove the two paving slabs to the right of the slide ladder.
- General risk assessment.
- Investigate the potential finger trap at the top of the slide.
- Review the RoSPA report with a view to rectify points raised.
- Tidy up the metalwork around the MUGA and remove the small shed.
- Install the old notice board from the chapel. **Action: Ian Knapp to ask Alan Knapp if the old notice board from the chapel is still available.**
- Take all the utility readings.
- Remove the old gas heater from within the pavilion.

13/17 Close of meeting

The secretary confirmed that the next meeting will be at 7:30pm on Thursday 6th April 2017. The Chairperson closed the meeting at 8:40pm.

Signed by Chairperson: _____

**Oldbury on Severn Playing Fields Committee
Summary of Accounts for OPFC October Meeting
Meetings date 12/01/17 - Accounts as of 03/01/17**

Financial Summary

Current Account £12146.38
Deposit Account £32.34

Payments – Current Account

Complete Weed control
Elite Hygiene services (Porta loo) (£670.47 to Nov 16)

Cash

None

Outstanding

Elite loo cleaning Dec £182.40

Receipts

Donation from Mrs Phipp's estate for the boiler fund.

Building Society Statement

Balance @ 03/01/17 - £8489.08
£1000.00 cheque to be paid into B/Soc – Kind donation from Mrs Phipp's Estate.

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.

Authorisations

Oil as required

Signatures for cheques

As per above as required.

AOB

Letter of thanks to Mr J Phipps, regarding the donation from his late mother's estate for the boiler fund.

Thanks to the Fun Run Committee for the continued support of improvement efforts.

Agree Electricity & water readings with Cricket Club (Issue with water meter reading to be resolved).

PlaySafety – gates should be configured to open as in main play area (inwards).

Proposed 2017/18 operating budget presented & Precept received.

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

JS - Intention to stand down at AGM as advised at last AGM.