

# **OLDBURY ON SEVERN PLAYING FIELDS COMMITTEE**

Minutes of Committee Meeting held on 5<sup>th</sup> December 2013 at 7.30pm in the Pavilion, Westmarsh Lane, Oldbury-on-Severn

## **PRESENT**

**Committee Members:** Chris Fairhead (Chairman), Rachael Burgess (Secretary), Jon Stephens (Treasurer), Ian Knapp, Cllr Alan Knapp, Derek Garrett, Peter Everton, Dylan Griffiths.

**224/13 Apologies for Absence** - Cllr Marie Baker

**225/13 Declarations of Interest in Items on the Agenda** - none

**226/13 Public Forum** - none

**227/13 Approval of Minutes** - There were no matters arising from the minutes of the meeting dated the 8<sup>th</sup> October 2013. These minutes were approved by all and signed by the Chairman.

## **228/13 Maintenance**

-**Bolts** - Chris proposed the expenditure of £50 to repair the bolts which retain posts and this was seconded by Jon. All agreed. Bolts have already been repaired by Alan – thankyou.

-**Dog Signage** – Ian has put up the new dog signs – thankyou.

-**Heating Thermostat**- *Action: Ian to contact Roger to move the thermostat down the wall, perhaps while Busy Bees is not using the hall over the holidays.*

-**Oil Levels** – Ian has measured the amount of oil remaining at 16 inches. Authorization was given for oil to be purchased even for a small amount. *Action: Ian to order oil.*

-**Calor Gas** –Jon proposed that more gas was needed. Derek seconded a purchase should be made. All agreed. Chris has purchased two 50 kilo cylinders of gas but also proposed that locks were needed for the cylinders. Ian seconded this and all agreed. *Action – Ian to purchase combination locks.*

-**Electrical Testing** – Letter required in writing from Busy Bees and Oldbury Deckers Club when the PATT testing is completed. *Action: Rachael to send a reminder.*

## **229/13 Playing Area Maintenance**

Ian suggested a mat may be needed under the spring rocker as the ground was being worn away on either side of it. Rachael seconded this. All agreed the purchase of a new mat. *Action – Ian to purchase mat.*

A railing has been put up around the skate board ramp. Alan suggested that a base was still needed and suggested that concrete was probably the best material for this as it was the best value for money. £500 had previously been approved for the cost of improving the ramp. The metal railing cost approx. £200 and the concrete would be approx. £150 so this would be within budget.

*Action: Alan and Ian to purchase concrete to make a base for the skate board ramp.*

## **230/13 Grass Cutting by ‘Complete Weed Control’**

*Action: Ian to make an Itinerary of tasks ready for cutting in the Spring.*

## **231/13 Donation to the Forward Magazine**

A donation of £50 was proposed by Chris and seconded by Derek. All agreed. The PFC would like to continue placing adverts in the forward magazine over the next year.

*Action: Jon to send a donation to the editors of the Forward Magazine.*

## **232/13 Busy Bees Feedback**

Jon would like to thank Denise for sorting out payment of arrears and setting up a new standing order.

### 233/13 Application for Biffa Award

The Biffa companies meet in January and we will get an indication of if we have won the award then. Horizon have donated £5000. Things seem to be progressing well. The PFC would like to thank Barry Turner for spending the time to make the application.

### 234/13 Pavilion for Hire

Alan has passed invoices to Jon. Alan has received £179 in bookings.

### 235/13 Financial Update (Jon – see scan at the end of the document for figures)

-Jon still to receive invoice for purchase of Calor Gas.

-£700 worth of grass cutting will be transferred from the maintenance account to the developmental account. Ian asked about the budget for the field cutting to be included. It is included in the budget set at £1400.

-Water Charges – Derek has found the documents linking the Cricket Club as having a share in the Water Bills. Ian suggests sending an email to the insurance Clerk to look into the water leak.

**Action: Jon will contact the Insurance Clerk.**

### 236/13 Japanese Knot Weed

Chris has referred this matter to the environmental agency. The photographs he has sent confirm that it is indeed Japanese Knot Weed. The environmental agency referred Chris to the 'Street Care' department as it is a hazardous material. They have given Chris an enquiry number to invite other people who may be able to destroy it. Does anyone know of a group that will destroy it?

### 237/13 Correspondence

-Awaiting reply about Wedding Reception Booking. **Action: Chris to send further email to Joanna James.**

### 238/13 Minor Matters or Items for the Next Agenda

- As a new member Dylan asked about the PFC sources of income. The Parish Council gives the PFC £1200 income per year. The PFC also obtains income from hiring out the pavilion to Busy Bees Playgroup, Oldbury Deckers Club and other members of the public.
- **Hire of Chairs and Tables** – These will be provided free for use in the community such as the Community Shop, the Fun Run Committee, School Fairs, Church Fairs etc. However it was noted that the PFC will need to be contacted via Alan (the booking officer) when items are wanted to be borrowed as they still have to be booked individually so that the PFC know how many have been borrowed and that no one else will need them. All agreed that a set of terms and conditions need to be put in place for this. **Action: Rachael to draw up a list of terms and conditions and send these to the website/ notice board and Forward Magazine.** Hire charges will remain the same for all private enterprises.
- **Football Club** – Dylan would like to stimulate interest for a youth football club to take place on the field behind the courts as this came up as wanted by the Village Questionnaire. Ian suggests we should also make more use of the courts. **Action: Rachael to draw up a poster to initiate interest in a youth football club and put it up in the shop/ website and in the forward magazine.**

*This concluded the business of the meeting*

*The next meeting was arranged for Thursday 6th March, 2014 at 7.30pm.*

Signed by Chairman:

Date:

**Oldbury on Severn Playing Fields Committee  
Summary of Accounts for OPFC November Meeting  
Meeting 05/12/13 - Accounts as of 27/11/13**

**Financial Summary**

Current Account      £3292.68  
Deposit Account      £32.02

**Payments – Current Account**

None outstanding.

**Cash**

None – held

**Outstanding**

OPFC grass cutting for 2012 - £700.00 – payment to B/S to be made authorisation agreed.

**Cash funds for hall hire paid into B/S account**

**Receipts**

None

**Building Society Statement**

Balance @ 07/10/13 - £11635.88

Includes £282.00 of hall charges to be transferred to bank.

**Receipts**

N/A

**Authorisations**

Grass cutting transfer to B/S account – requested as above

Oil for heating as required

**Signatures for cheques**

No payments advised as outstanding

**AOB**

Busy Bees – monthly payment of £220:00 Sept, DD & outstanding monies sorted – thanks!

Cricket Club – Electricity & water require assessment of usage & issue request for payment.

Review previous reading & discuss with Derek G.

Water charges – equates to an increased monthly direct debit of £175.00 until further notice – we have paid back total for loss of water – JS to contact Wessex to request re-evaluation of DD.

Complete weed control 10 payments made for grass cutting

Heating Oil – order?