

## **OLDBURY ON SEVERN PLAYING FIELDS COMMITTEE**

Minutes of Committee Meeting held on 6<sup>th</sup> March 2014 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, Gerald Porter, Denise Young (Busy Bees Manager), Cllr Barry Turner and Peter Everton.

**239/14 Apologies for Absence** – Apologies from Andy Macdonald and Dylan Griffiths.

**240/14 Declarations of Interest in Items on the Agenda** - none

**241/14 Public Forum** - none

**242/14 Approval of Minutes** - There were no matters arising from the minutes of the meeting dated the 5<sup>th</sup> Dec 2013

### **243/14 Maintenance for Pavilion**

**Heating Oil** –Jon stated that the oil has been purchased and that the tank is half full. Denise reported that the oil boiler was not working properly. There has been some foil pieces coming out of the internal fan into the main hall and at times the heating has not cut in, leaving the hall too cold for the children and staff of Busy Bees. It was suggested that the filter needs cleaning. Chris suggested that the inside of the piping leading to the internal fan was breaking up. Ian thought that the condition of the boiler may be poor as it is now quite old. Jon stated that Safety Testing engineers will be checking the oil boiler and gas cylinders tomorrow and that they could carry out an analysis of the heating system and its current condition. **Action: Denise to discuss problem with the boiler safety engineers.**

**Calor Gas** – Combination locks have been purchased to secure the cylinders. **Action: Invoice to be passed to Treasurer.**

**Electrical Items Patt Testing** – This is still to be carried out for Busy Bees and Oldbury Deckers Club. **Action: Rachael to remind Andrew.**

### **244/14 Maintenance for Play Area**

**Play Mat for the Rocker** has been purchased. **Action: Invoice to be passed on to treasurer.**

**Skate Ramp** – Protective railings and concrete landing points are now complete. Thankyou Alan and Ian.

### **245/14 Grass Cutting**

An itinery of mowing tasks has been prepared. Thankyou Ian.

**Action: Ian will contact ‘Complete Weed Control’ to set up grass cutting around play area from mid-April onwards according to this itinery. The grass cutting will be required every 2 weeks for 12 Cuts in total, 2 more than last year.**

### **246/14 Japanese Knot Weed**

South Gloucestershire Council have advised Chris that ‘Complete Weed Control’ have the facility to destroy this plant. **Action: Ian to contact ‘Complete Weed Control’ to ask for a quote for this job.**

### **247/14 Busy Bees Playgroup Feedback**

**Ceiling Panel** – Denise pointed out that a ceiling panel has been dislodged. It was thought that this occurred probably due to the new bouncy castle touching the ceiling panel. **Action: Rachael to write a letter to Andrew about this damage and ask if he is able to help repair it.**

**Mice Droppings** – Denise reported finding mouse droppings. She also mentioned that mice appear to have caused damage to the toys and other fabric items. **Action: Chris to provide humane traps.**

**Leak** – Denise also reported that there was a small leak running down the back wall. It was felt that this was probably due to condensation running down the metal rivets in between the ceiling tiles, beginning at the sky lights. **Action: Chris and Alan to explore the cause of this.**

**248/14 Pavilion for Hire** – Alan suggested we need another advert in forward magazine asking for donations for 2014. **Action: Rachael to check that advert has been placed.**

Denise suggested that the courts should be kept locked, with a key accessible at the Oldbury Shop. The PFC discussed the fact that we want people to use the courts but also need to gain more funds to maintain it.

Alan noted that Oldbury Fun Run Committee would like to use the tables and some chairs free of charge. **Action: Rachael to type out Terms and conditions for furniture hire and discuss with Alan. It was mentioned that furniture will need to be returned in a clean state.**

#### **249/14 Financial Update- (See summary at the end of this document)**

Invoices for hiring pavilion have been given to Jon.

Water charges have been reduced and a rebate given. Water meter reading previously found to be correct.

A donation has been received from Magnox - £1000 towards the new play equipment. Thank you. Chris suggested that the request for £600 from the Oldbury Fun Run Committee be asked for so that it can be used to go towards payment for the new play equipment. **Action: Chris to contact the Oldbury Fun Run Committee about this.**

#### **250/14 Football Club News**

Ian mentioned that the courts are being used by adults to play football every Wed evening. This group are called the 'Dairy Maids' and contacts include Phil Page and Matt Clothier.

Peter Everton has found a grant from the Premier League that may provide funds to develop a football pitch. Rachael passed to Peter correspondence and contact details from Andrew Rice from the 'Real Thornbury Football Club' who are showing interest in using the outdoor facilities for football from September 2014 onwards.

It was noted that should anyone request the use of the lower playing field behind the courts it would first be debated with the PFC and Cricket Club.

Rachael had received a couple of youngsters interested in joining a football club at Oldbury from the advert. Many of the older children already belong to football clubs in Thornbury, Almondsbury or Charfield! Therefore may need to target children younger than 8.

#### **251/14 Biffa Award for Play Area**

Cllr Barry Turner noted that the PFC have gained conditional approval of a grant from BIFFA to complete work on the Play Area. The net sum amounts to about £50,000. Barry has contacted the third parties involved to state what the conditions are. The PFC will need to do the following to comply with these conditions:

- Register with ENTRUST
- The nine named officers need to agree with some changes to the 'constitution' and also provide their birth dates and addresses.
- Confirm a donation from HORIZON which will provide £5102 to ENTRUST.
- Provide a budget for the work to be done
- Provide a schedule for the planning of the work (No planning consent needed).
- Cllr Barry Turner will write a statement of PFC assets and will need written confirmation of the safety inspection. **Action: Chris to provide Barry with this confirmation.**
- The PFC is required to send BIFFA notification of change of membership.

### **252/14 Minor Matters or Items for the Next Agenda**

- Cllr Barry Turner will be taking Cllr Marie Baker's place on the committee now that Marie is helping in the Oldbury Shop.
- The AGM will be moved to April each year to bring it in line with the Parish Council Meetings. Therefore the next meeting will be an AGM followed by a Committee Meeting. This will be held on Thurs 24<sup>th</sup> April at 7.30pm in the Pavilion.
- To comply with the auditors requirements it is essential that risk assessments/ inspections are undertaken this is also important from an insurance / liability prepective. Confirmation that inspections are being carried out is required.
- The password to the PFC email account needs to be given to the cchiar for emergency purposes. **Action: Chris to be given access to files and the files to be backed up. (Rachael).**
- Chris needs to have access to the PFC files and they need to be backed up.
- Dawn Bramley (Parish Clerk) has set up an inspection check sheet for the Playing Fields and pavilion.(available on request)
- A formal Parish Property Asset Inspection and Risk Assessment is now due. **Action: Barry and Dawn to carry out an inspection of the (Playing field Pavilion, including a risk assessment.**
- Denise has risk assessments for the activities with the children. Other organized events need to have a risk assessment drawn up by the organizer.

*This concluded the business of the meeting.*

*The next meeting was arranged for Thursday 24<sup>th</sup> April, 2014 at 7.30pm.*

Signed by Chairman

April, 2014.

**Oldbury on Severn Playing Fields Committee  
Summary of Accounts for OPFC November Meeting  
Meeting 06/03/14 - Accounts as of 05/03/14**

**Financial Summary**

Current Account £6117.77

Deposit Account £32.02

**Payments – Current Account**

Calor - £105.00 – gas bottles

Forward Magazine - £50.00

Ford Fuel Oils - £473.38 heating oil

Bristol Fire - £43.20 fire extinguisher service

**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 transaction recorded in accounts**

**Receipts**

Wessex Water - rebate - £265.47 – DD reduced to £48.00 / month

Magnox donation - £1000.00

**Building Society Statement**

Balance @ 07/03/14 - £11365.03

£282.00 & £90.00 (December receipted monies) for hall charges transferred to bank.

**Authorisations**

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

Safety Testing – confirm acceptance

**Signatures for cheques**

No payments advised as outstanding

**AOB**

National Power - Electricity DD increased to £105.00 / month

Cricket Club – Electricity & water require assessment of usage & issue request for payment. Review previous reading & discuss with Derek G – information available.

Safety Testing Ltd – at hall 07/03/14 to test boilers.

Proposed 2014/15 operating budget presented to Parish Council