

OLDBURY ON SEVERN PLAYING FIELDS COMMITTEE

Minutes of Committee Meeting held on 8th October 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, Andy Macdonald, Derek Garrett, Gerald Porter, Denise Young (Busy Bees Manager), Cllr Barry Turner and Peter Everton.
209/13 Apologies for Absence - Cllr Marie Baker

210/13 Declarations of Interest in Items on the Agenda – none

211/13 Public Forum – none

212/13 Approval of Minutes - There were no matters arising from the minutes of the meeting dated the 11th July, 2013.

213/13 Maintenance Review

- Little Shed is fixed - Thank you Alan
- Dog Signage ready to put up – Thank you Ian
- Heating thermostat to be moved down wall. *Action: Ian will contact Roger. A*

Tuesday or Thursday afternoon is the best time to do work.

- Locks to main gate have been purchased and installed – Thank you Ian
- Oil Levels; *Action: Jon will check levels*

214/13 Electrical Testing

Denise Young and Andrew Gazard still to arrange testing of the fridge, laptops, cd player / Puc table and Bouncy Castle.

215/13 Play Area Maintenance (See ROSPA Review)

The bench has been repaired – Thank you Alan

Action: There is now a list of work to be carried out at a Working Party date. Date to be arranged.

216/13 Grass Cutting

Review of grass cutting work taken on by ‘Complete weed control’ was satisfactory but it was suggested that a written itinerary of tasks be written ready for next Spring. Weeds are still able to grow under rubber panels. *Action: Ian to write itinerary of tasks.*

217/13 Hiring of Pavilion

Advert has been placed in 4-ward magazine clarifying charges of hiring pavilion and equipment – Thank you Rachael

218/13 Community Website (www.oldbury-on-severn.org.uk)

This website constantly needs to be kept up to date via Parish Council Clerk. Peter Farrell is webmaster.

219/13 Busy Bees

Denise Young reported that Busy Bees is working well and that the numbers this September have fallen slightly but are ok.

220/13 Finance (See financial report summary)

It was noted that the direct debit set up by Busy Bees needs correcting.

Action: Denise will contact Jo Greenwood. The new treasurer for Busy Bees is Hannah Grey. Denise to provide her contact details to Rachael.

It was agreed that £700 can be donated to the development fund.

No other costs outstanding.

Payments of £220 will be charged to Busy Bees from Sept 2013.

Water charges are £900 still to be paid. **Action: Jon to talk to Wessex water to adjust payment. Also Jon and Chris to also find water supply costs from Cricket Club.**

Jon asked for authorization to purchase oil. This was agreed by all.

221/13 Plans for the New Play Equipment

The PFC would like to thank Oldbury Fun Run Committee for a donation of £700.

The PFC would also like to thank Magnox for their donation of £1000 towards the new play equipment.

A substantial application for the Biffa Award Grant is now almost completed thanks to Barry Turner. It is an application to 'Entrust' who are regulators for the landfill scheme for £51,022.

The Parish Council require a third party contributor for this application and Barry is positive about finding sources of funding.

November 10th 2013 is the deadline for the funding group's names to be listed.

Action: Three letters supporting the application are required from the community. These will be from Busy Bees (Denise), Youth Club and Parent (Rachael) and School Governor (Jenny Hales).

The accounts are also required to be submitted by Jon. Moreover, an environmental policy is also needed to support the application which Barry has outlined for use.

It was agreed that a budget will be put together based on the 'Playdale' quoted figures (which will include a wetpore surface). There needs to be evidence of community support and consolidation.

Barry explained that if we are awarded the funds it could take up to 6 months to give out the grant. It would take a further 9 weeks for the play area to be built.

The PFC would like to thank Barry for the significant effort he has put into this application.

222/13 Correspondence

- An email from Joanna James has been received enquiring about having a Wedding

- Reception at the pavilion on 31st May 2014. It was agreed in principle but will require some additional rules. **Action: Chris to discuss with Joanna via email.**
- Japanese Knot Weed – This plant has been found in the distant corner of the playing field near the road. **Action: Chris in investigating the proper way to go about getting rid of it.**

223/13 Minor Matters or Items for the Next Agenda

- It was noted that pdf documents are required for the website so that they cannot be altered.
- An interim meeting will be held on **Tuesday 22nd October** to discuss the third party funding for the application and collect in the accounts and letters.

This concluded the business of the meeting.

The next committee meeting will be scheduled for Thursday 5th December 2013 at 7.30pm

Signed by Chairman:

Date:

**Oldbury on Severn Playing Fields Committee
Summary of Accounts for OPFC October Meeting
Meeting 08/10/13 - Accounts as of 07/10/13**

Financial Summary

Current Account £3328.34
Deposit Account £32.02

Payments – Current Account
None outstanding.

Cash
£388.60
(£257.60 – fun run car parking)

Outstanding
OPFC grass cutting for 2012 - £700.00 – payment to B/S held currently - Request agreement to pay.

Receipts
None

Building Society Statement
Balance @ 07/10/13 - £11095.88

Receipts
N/A

Authorisations
Grass cutting transfer to B/S account - requested
Oil for heating as required

Signatures for cheques
No payments advised as outstanding

AOB
Busy Bees – monthly payment of £220:00 starting Sept, request to Jo Greenwood – DD still remains at £158:33 - £61:67 shortfall per month – currently owe £123.34. Is there someone else to contact?

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 8 payments made for grass cutting

Heating Oil – order?