

# **OLDBURY ON SEVERN PLAYING FIELDS COMMITTEE**

Minutes of Committee Meeting held on 6<sup>th</sup> October 2016 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, Cllr Glynn Poole, Gerald Porter, Cllr Keith Sullivan, and Denise Young.

## **50/16 To accept Apologies for absence**

Jon Stephens (Treasurer), and Barry Turner.

## **51/16 To Receive Declarations of Interest in Items on the Agenda**

None.

## **52/16 Public Forum**

None.

## **53/16 To approve the last minutes**

There were no matters arising from the minutes of the meeting dated the 7<sup>th</sup> July 2016 which were duly approved by the committee.

## **54/16 The Berkeley Hunt – use of the area around the pavilion**

Denise Young met with Vicky Vatcher, the Berkeley Hunt Master of Hounds, and received a risk assessment prior to the hunt using the facilities recently. Denise will work with the hunt to improve the assessment. *Action: Denise Young to work with the hunt to improve their risk assessment.*

## **55/16 The New Play Area**

Cllr Dylan Griffiths suggested that the RoSPA report be reviewed by a working party to address the points raised.

*Action: Jon Stephens to ask RoSPA about their guidelines about whether or not play equipment access gates should be latched.*

## **56/16 The Football Field**

The 5-a-side nets are getting caught on the goal frame rollers and becoming damaged as a result.

*Action: Jon Stephens to fit some tie-wraps to keep the bottom of the nets out of the way of the rollers.*

## **57/16 The PFC Risk Reduction Checklist**

<b>Item</b>	<b>Issue</b>	<b>Current status / Further action</b>
Gas cylinder enclosure	The enclosure is not secured and vulnerable to tampering.	<i>Locks have been bought, now need fitting.</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>Busy Bees have their compliment of recycling bags and boxes. The Cricket Club now need to get theirs.</i>

<b>Item</b>	<b>Issue</b>	<b>Current status / Further action</b>
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 being engaged.</i>
Pavilion electricity cupboard	Evidence of a rodent infestation.	<i>Done.</i>
Urinal	There is a disused urinal in the pavilion's male changing room.	<i>Decided to leave as is.</i>
Old gas heater	There is an old disused gas heater in the mezzanine area of the pavilion.	<i>Needs disposal.</i>
MUGA nets	The tennis net needs replacing.	<i>Winders obtained, need fitting. New nets need buying.</i>
MUGA storage cupboard	The doors of the storage cupboard by the MUGA entrance are broken.	<i>The existing shed is beyond repair and is currently being used as a "leg-up" for climbing over the MUGA fence. Still needs removing.</i>
Storage	It appears that the playing fields are running out of storage space.	<i>Remove rubbish from storage area.</i>
Notice boards	The notice board has an incorrect telephone number for the Parish Clark.	<i>No action reported.</i>

### **58/16 Grass Cutting Quotes**

Chris Fairhead proposed that Complete Weed Control be authorized to do at least two more cuts this year. Seconded by Denise Young, all agreed. **Action: Ian Knapp to instruct CWC.**

### **59/16 Busy Bees**

A number of further ceiling tiles need refitting. **Action: Ian Knapp to investigate.**

### **60/16 Financial Summary**

Jon Stephens submitted the financial summary and proposed operating budget for next year prior to the meeting, see Appendix A.

Thanks were expressed to both Alan Knapp and the Fun-Run Committee for their donations.

### **61/16 A.O.B.**

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.

Pavilion storage cupboard – **Action: Ian Knapp to remove the threshold strip across the entrance to the pavilion storage cupboard.**

Gate Padlocks – Ian Knapp has purchased the padlocks. **Action: Ian Knapp to fit the locks.**

Dogs in the children's play area – Keith Sullivan has had a word with the dog walkers.

Working Party – Planned for Saturday 12<sup>th</sup> November 2016.

- 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 new tennis net winders.

- Install the old notice board from the chapel.
- Take all the utility readings
- Remove the old gas heater from within the pavilion.
- Dispose of rubbish and unwanted items currently in the pavilion storage area.

**62/16 Close of meeting**

The secretary confirmed that the next meeting will be at 7:30pm on Thursday 12<sup>th</sup> January 2017.  
The Chairperson closed the meeting at 8:40pm.

Signed by Chairperson: \_\_\_\_\_

## Appendix A – Financial Statement – 3<sup>rd</sup> October 2016

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### Oldbury on Severn Playing Fields Committee Summary of Accounts for OPFC October Meeting Meetings date 06/10/16 - Accounts as of 03/10/16

#### Financial Summary

Current Account           £10990.24  
Deposit Account           £32.31

#### Payments – Current Account

Complete weed control  
Elite Hygiene services (Porta loo) (£232.00)  
Stadia sports – tennis net winder mechanism (£152.00)  
M Stephens – Net World Sports (Football nets) (£76.40)  
Playsafety Ltd (£110.00)

#### Cash

£17.70 held by Treasurer - coins

#### Outstanding

Elite loo cleaning September £28.80  
Complete Weed Control £84.00

#### Receipts

Whist Drive including donation for boiler fund (£90.00 hire & £301.21 donation) paid to current account

#### Building Society Statement

Balance @ 03/10/16 - £7945.08

£176.30 cheque to be paid into B/Soc (176.30 + cash £17.70 = £194.00 receipts from Fun run car parking)

#### Transactions

Revised cleaning arrangements to be set up – subject to OPFC ratification of proposal

#### Authorisations

Oil as required

#### Signatures for cheques

As per above as required.

#### AOB

Thanks to Allan Knapp for donation of monies from whist drive's for boiler fund contribution

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

Agree Electricity & water readings with Cricket Club.

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

Proposed 2017/18 operating budget prepared (for Nov P.C. meeting).

Accounts presented to Parish Council for audit / reconciliation into Parish accounts / VAT reclaim

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

## Appendix B – Proposed Operating Budget April 2017 to March 2018

OLDBURY - ON - SEVEN PARISH COUNCIL – PLAYING FIELDS COMMITTEE		Updated 01/10/16	
PROPOSED OPERATING BUDGET APRIL 2017 TO MARCH 2018			
INCOME	£		Notes
Parish Council Subsidy	1500		Request to be made for funding provision for 2014/15
Youth Club	240		Paid & fully upto date (May 13) - receipted as £6 x 40 evenings / year + cleaning contribution <b>TBA</b>
Busy Bee's	3600		Maintain current charges to offset increased electrical usage & associated costs rental £220.00 / month + £80 for cleaning
Occasional Hiring	750		Based on 75% of annual income
Recovery from cricket club	150		Heating / Lighting /Water
Reclaimed VAT	250		Bills now identified as OPC to enable council to reclaim VAT
<b>Total</b>	<b>6490</b>		
<b>EXPENDITURE</b>			
Water	564		DD @ £47.00/ month
Electricity	570		DD @ £47.50/ month
Cleaning	1976		Elite Cleaning services
Bristol Fire safety certification	150		Annual inspection due Dec
Heating- Oil	1100		
Gas - Calor bottles	100		
Grass Cutting	1664.8		Contract cutting arrangements to be engaged to cut, strim & weedkill Supplementary cutting of football pitch & outfields £700.00 to OPFC Savings account.
Ground Maintenance/ Hedging	150		
Pavilion (general repairs)	300		Includes play area work as identified by ROSPA inspection
Miscellaneous supplies-	50		
Boiler safety check	105		Safety Testing - due end Mar
Calor Gas supply - safety check	70		Safety Testing - due end Mar
Electrical certification			3 year periodic inspection DH Electrical 01454 413299 - due Oct 2018 (£200)
Play area Certification	100		Play Safety inspection - scheduled June on auto review - Ensure inclusion on future list.
Play Equip maintenance	100		
<b>Total</b>	<b>6999.8</b>		

**Note - Excludes exceptional items; e.g. Car parking / Fencing / Litter bins**