

**MINUTES OF A MEETING OF HOGSTHORPE PLAYING FIELDS COMMITTEE
HELD ON SUNDAY 25th FEBRUARY 2018**

Present:

Cllrs L Wildman, M Culley, P Smith, S Kijek, E Carter, S Day plus K Hayes (Parish Clerk) and Leanne Jackson (volunteer)

This initial meeting had been called to discuss the way forward for the playing fields and playpark now that the Parish Council had become sole trustees of the charity.

Firstly, a general walk-round and examination of the changing rooms was undertaken and then meeting commenced in the changing rooms.

1. Committee Appointments

All those present agreed to become members of the committee and this was confirmed.

2. Officer Appointments

It was unanimously agreed that Steven Day take the office of Chairman and Kath Hayes would take the office of Secretary and Treasurer.

3. Sub Groups

Appointments for a responsible person/s for particular areas/projects would be made when required.

4. Maintenance programme

	Responsibility	Completed
	To arrange	
a) Arrange for annual play equipment inspection	KH	
b) Change locks	LW/EC	Yes
c) Changing Room repairs - Replace tiles, check roof - Repair back guttering - Investigate back outside light - Fix toilet leak - Clear rubbish & dispose of unwanted items – ask football club to join in – contact Ricky Coates Tel: 07732428256 - Decorate – keep navy/white theme and brown stained wood - Replace broken tiles in showers	LW/EC/KH LW/EC LW/EC EC/KH/plumber SD/LJ/SK Football club LW/EC LW/EC	
d) Clear rubbish from behind changing rooms	LW/MC	
e) Change contact sign	EC/KH	
f) Put up new signs – CCTV notice; contact notice; parental responsibility, dog fouling signs	TBA	
g) Get quotes for playpark ground covering & arrange contractor meeting	KH/SD	
h) Decide what ground covering is to be when quotes received	All	
i) Repaint equipment	TBA(summer)	
j) Change rubbish bins (replace with 1 large novelty bin)	Quotes KH	
k) Litter picking – ongoing	?all / TBA	
l) Dog fouling on football pitch (CCTV may give information)	TBA	
m) Motorised vehicles on football pitch – further investigation	TBA	

5. CCTV Operation

SK has got the CCTV camera monitoring working with a view of all the pitch/playpark. He would monitor the recordings on a weekly basis. Will need to bring anything of concern to the committee. One camera at the side of the building needs adjusting.

6. Review of Constitution

Further consultation required

7. Financial matters

Secretary/treasurer confirmed that

- a) bank account was now operating under the new signatories & internet banking was being put in place
- b) Accounts have been completed for 2015/16/17
- c) Charities Commission reports have been sent in for 2016 and 2017
- d) Regular outgoings were Water, electricity and rates (heavily discounted for charities). These had previously been paid by Direct Debit but it was agreed to only pay these when invoice received. A cheque to bring the Water Company amount owing up to date had been paid. KH to contact suppliers to change to payment on invoice and check best price being paid for electricity. Water Company should be doing a meter reading and electricity had been done in January.
- e) Insurance for public liability and 8 pieces of equipment had been put in place with Parish Council insurers for the period from 22nd February up to renewal date in June.
- f) It was agreed to ask the Parish Council for an annual grant.
- g) It was agreed that the football club should be asked to make a payment (suggested to cover outgoings) and continue to cut the grass.
- h) Fundraising ideas to be put forward. Agreed that the playing field could be used for other events e.g. summer village fete – future ideas and organisation to be put forward at future meeting.

8. Date for AGM

It was agreed that this could be brought into line with the Parish Council AGM and Annual Community Meeting (APM) to be held in May.

9. Suggestions for other committee members

A member of the football club and a school teacher to be asked
KH asked that suggestions for any other members be emailed through to her.

10. Any other business / future meetings

- a) KH to investigate what grants were available as large sums would be required for repairs/renewals.
- b) Draw up a five year plan for further purchases of equipment / skate ramp / teenage and adult facilities.
- c) News item for Parish newsletter
- d) Discussion on any other repairs needed in changing room.

11. Date of next meeting

Update prior to PC meeting at 6.30 on Wednesday 7th March 2018.