

## **Cherry Burton Sports Field Management Committee**

### **Committee Meeting 24 February 2016**

Present: T Baker, T Jenkins, J Peirson, P J Wardale, M J Wells

Apologies: B Dickinson, I Kelly, C Wells

#### **16.02.01 Chair**

PJW assumed the chair for this meeting

#### **16.02.02 Declarations of Interest**

None

#### **16.02.03 Minutes of the Meeting held on 25 November 2015**

Agreed

#### **16.02.04 Matters arising from the Minutes**

##### **(1) Minute 15.11.12 (3) Charges for 2016**

- TJ stated that the football club were unhappy with the fees increase at £500
- The club had only played five home games since October because of wet weather conditions and had consequently experienced a large shortfall in match fee income

##### **(2) Cherry Burton Cricket Club Development Plan**

- MJW stated that the application for nets was going through the Sports Council's Assessment procedure and a decision was not expected until late April 2016
- He expected to receive a decision regarding the non-turf strip within the next few days – the contractor could start work at once but this was dependent on continuing dry weather and the ability of the field to take contractors' vehicles
- CBCC had applied to ECB for grant aid towards covers and a water absorbent roller – the scheme had been heavily oversubscribed but CBCC had been awarded the highest grant of £2000. The club would opt for the purchase of covers with delivery expected before end March 2016.
- The sight screen panels currently stored in Changing Room 3 would shortly be removed and the full screens would be erected in time for the start of the season.

#### **16.02.05 Sports Field Development Plan**

##### **(1) Schedule of Schemes**

- See updated schedule

## **(2) Future of the Pavilion**

- The future of the pavilion was discussed in detail. On the one hand SFMC was spending a considerable amount of money on toilets refurbishment and was likely to incur expenditure on Committee Room 3 and the roof. Could this expenditure be justified if it was decided to replace it? In any case most expenditure was necessary to enable the pavilion to remain open
- As the building ages even more there may be more unknown repair costs and expenditure to meet repairs to the fabric and changing regulations particularly to do with electrical work and fire precautions. There were also increased demands for storage space and separate changing accommodation for officials/female players.
- At present there was no information about the cost of extending or replacing the building and what grant assistance might be available. It could take two to three years before any work of any description could commence.
- Much might depend on the development of the two sites identified for new homes within the village and what amount ERYC would allocate to the village
- Agreed that MJW investigate further.

### **16.02.06 Sports Field and Pavilion Matters**

#### **(1) Lounge Toilets (ST01)**

- TB reported that work should be completed in the second week in March.
- Cubicles had been upgraded with modesty boards and automatic flushing
- The ceiling had also been renewed
- Costs had risen slightly but Wren had agreed a small increase in grant

#### **(2) Corridor ceiling near main doors**

- TB was in discussions with the toilet contractor about replacing the affected area and was expecting a price for the work

#### **(3) Guttering**

- Agreed that £200 be spent on this as per the quote obtained by TB

#### **(4) Heating in Pavilion**

- PJW will investigate the current state of the heaters throughout the pavilion and those for the shower units.

#### **(5) Electrical Installation**

- Accepted PJW's recommendation that this be tested, it being five years since the previous one. Several changes and additions in place since then so it was opportune. He warned members that, like the previous occasion, the results may involve considerable expenditure
- TB/PJW will seek quotations

## **(6) Boiler in Changing Room 2**

- PJW had obtained a quote of £200 plus VAT and was awaiting the visit from the maintenance engineer.

## **(7) York and District Senior Cricket League – Facilities Inspection**

- MJW stated that, as a newly elected member club, the League would carry out an unannounced inspection of the facilities including the pavilion and the sports field. A report with recommendations would be sent to the cricket club.
- The League has a checklist for facilities and, at present, CBCC scores 203 out of a maximum of 350. The acquisition of sight screens and covers will increase this to around 253.
- The principal areas with a shortfall are lack of separate changing facilities for officials and females, no score box and no permanent nets.

## **(8) Grass Cutting**

- Agreed that MJW obtain quotes from possible contractors for 16 cuts at 8/10 day intervals from March to September. If the quotes are less than the agreed budget it might be possible to fund additional cuts.
- MJW said that league fixtures started very early on 16 April but finished earlier on 27 August.

## **(9) Field Drainage**

- TJ stated that CBFC was becoming increasingly concerned with the standard of the football pitch surfaces and the field in general. Water was no longer draining away as well as in previous years
- MJW stated that CBCC were concerned with an area adjoining the square on the pavilion side of the square
- TJ had looked at the problem and possible costs for drainage work. It was possible that grant assistance might be available from the Football Association which was becoming increasingly concerned with the large number of matches called off because of wet pitches.
- He had been given an indicative figure of £30,000 per pitch
- Agreed that TJ and JP contact possible experts who might be able to give an indication of costs and timescales without any expenditure at present

## **(10) CCTV**

- TB/TJ had discussed the possibility of installing such a system and stated that it would be possible to install a simple but effective system at a cost of £200
- Agreed that TB/TJ investigate further and organise as appropriate

### **(11) Pavilion Cleaning Arrangements**

- Re-emphasised that users (CBCC, CBFC and BPG) were responsible for providing toilet paper and cleaning equipment and tidying up the areas used by them

### **16.02.07 Multi User Games Area (MUGA)**

#### **(1) Current Usage**

- TB expressed concern at the decline in bookings especially from the football club. This had implications for the funds which were to be accrued for bulb replacement and any future refurbishment
- TJ had discussed this at CBFC meetings and was encouraging members to make more formal bookings
- MJW will write to CVFC

#### **(2) Possible Change of Name**

- MJW had written to the school before Christmas and the head teacher had said that she would discuss this in the New Year. She was now on extended sick leave and he had contacted the interim head who was keen to extend the school's contact with local organisations.
- He asked for any ideas about the form of a competition before he made contact with school once more

### **16.02.08 Financial Matters**

#### **(1) Review of Financial Reporting Arrangements**

- PJW explained that where VAT could be reclaimed he was submitting such payments to the parish council meetings to ensure that any VAT could be reclaimed
- For payments not subject to Vat he would continue to seek MJW's signature to add to his own.

#### **(2) Payments since the Last Meeting on 25 November 2015**

- PJW submitted a list of payments

#### **(3) Audit Arrangements**

- It was expected that the audit would take place within the next six weeks.

#### **(4) Baden Powell Group**

- PJW had revised the previous figure for electricity consumption and the amount was only £15
- BPG had provided and fitted the cooker and refrigerator in the kitchen

#### **(5) Current Situation**

- PJW circulated the anticipated year end forecast and described the current situation.

#### **(6) Fund Raising**

- No action at present – consider at next meeting

### **16.02.09 SFMC Representation 2016/2017**

#### **(1) User nominations**

- Groups to inform Janet Wardale of nominations before the Annual Parish Meeting in April

#### **(2) Dual Representation**

- The desirability of dual membership and possible conflicts of interest with parish council members also representing a user group was discussed

### **16.02.10 Health and Safety Issues**

- No current issues
- Next inspection to be arranged at the Annual Meeting in April 2016
- MJW will circulate policy document and risk assessment

### **16.02.11 Child Protection Issues**

- MJW considered that SFMC should have its own child protection and equal opportunities policies as managers of the sports field since any incidents which might occur would not necessarily involve the principal users
- Whilst CBCC, CBFC CBTC and BPG had their own policies the SFMC did not make it mandatory for any users/hirers to possess these unlike ERYC organisations
- The parish council possessed an accreditation with ERVAs and it was considered that this might be sufficient.
- To be considered at the next meeting

### **16.02.12 Annual Report**

- MJW suggested that a brief annual report should be prepared summarising the committee's achievements in 2015 – this would be submitted to the annual parish meeting and could go on the SFMC and parish council website
- Agreed that MJW produce it
- Consideration to placing the development plan on the websites too
- JP will investigate the possibility of circulating a newsletter with the church newsletter.

### **16.02.13 SFMC Website**

- TB asked for more update information for the website – MJW will do a piece on LMS

### **16.02. 14 Tour de Yorkshire 29 April 2016**

- PJW referred to his recent email about a cycle related event at the sorts field to mark the race and its route thorough Cherry Burton
- Agreed that he investigate and circulate members with any proposals
- May be necessary to call a short meeting at short notice to discuss this.

### **16.02.15 Date and Time of Next Meeting**

To be arranged once date of the Annual parish meeting is known and representatives from both SFMC and parish council are known.

**MJW**

**28 February 2016**