

Cherry Burton Sports Field Management Committee 27 July 2016

Present: P Arandle, T Baker, I Kelly, J Peirson, P J Wardale, M J Wells

Apologies: T Jenkins

16.07.01 Appointment of Chair

TB appointed for this meeting only

16.07.02 Register of Interest

PJW reminded members that these were required urgently.

16.07.03 Minutes of Previous Meetings

(1) Annual; Meeting 16 May 2016

- Agreed as a correct record

(2) Inspection 7 June 2016

- Agreed as a correct record

16.07.04 Matters Arising from the Minutes

(1) Minutes 16.05.10 - Cherry Burton CC - Security of Tenure

- TB described contacts with ERYC
- ERYC said that CBPC as tenant could not sublet therefore a long term agreement not possible
- But ERYC said that it would consider any proposal from CBPC/CBCC
- MJW will discuss with his committee and funding agencies

(2) Minute 16.06.04 – Proposed Defibrillator for the Sports Field

- No CBPC member had raised this at the last parish council meeting
- Will be placed on September CBPC agenda
- PJW to investigate possible financial assistance sources

16.07.05 Parish Council – Sports Field Management Committee Communications

- MJW expressed concern that the above two items had not been taken forward to the appropriate parish council meeting despite their inclusion in the minutes
- When a formal request is made to CBPC neither formal feedback or informal feedback was being given to SFMC.
- He suggested that a formal process was now required
- Agreed that
 - In future when an SFMC item is referred specifically to CBPC the secretary of SFMC should write formally to the clerk to the CBPC

- MJW should write to CBPC asking that the secretary be sent feedback when an item has been considered and, where appropriate, a copy of the relevant minute.

16.07.06 Sports Field and Pavilion – Development Plan Review

- The meeting considered a report (previously circulated) by MJW
- Stated that the current plan was two thirds of the way through its planned life and he considered it appropriate for the review process to be started so that a replacement plan could be in place for approval by the end of 2017.
- Agreed:
 - User groups be formally consulted and asked for their comments in time for the next meeting
 - That a section 7.4 be added to state that “TB to informally investigate the current situation regarding standards and grant aid”

16.07.07 Sports Field and Pavilion Matters (see also 16.07.10(10

1. Equipment Room – Note of Meeting 14 July 2016

- Agreed with addition of point 11 regarding combustible materials
- Next meeting Tuesday 30 August 2016
- MJW stated that the cricket club had not acquired a container, had not taken a decision to acquire one and had not made any arrangements to place one on the sports field

2. Grass Cutting

- MJW stated that it appeared to have been improved (note subsequent cut on 29 July was unsatisfactory)

3. Drainage Matters

- MJW to ask TJ to discuss with PA and circulate any relevant information to SFMC members

4. Soap Dispensers

- TB reported that they had been installed in Changing Rooms 1 and 2 but these were of a different design to those in the Lounge toilets

5. Access Road Fence

- TB reported that he was still investigating ownership – he will check to see where the boundary lay

6. Outdoor Gym Equipment

- TB reported that an application had been submitted and a decision was awaited

7. Baden Powell Group Room

- IK stated that the door into the lounge area appeared to have been unlocked at recently and some equipment moved – it appeared to be at a time when no regular user was on the field or when the pavilion had been hired out.
- Agreed that he will change the lock and provide PJW with a key for the SFMC master set

8. Roof Work

- Agreed that PJW prepare a specification for repairs to the roof with a view to invite tenders early in 2017 for work to be carried out in 2017/2018
- TB will arrange to place signs at both ends of the pavilion informing users that the roof is fragile and asking them to keep off

9. Changing Room 3

- Agreed that IK discuss with architect and arrange a meeting of users/SFMC members in Changing Room 3 to consider possible solutions

16.07.08 Multi User Games Area

1. User Update

- No report

2. Possible Change of Name

- MJW reported that despite discussions with the school and the submission of a brief he had received no response from the school
- Agreed not to pursue the matter

16.07.08 Financial Matters

1. Current balances

- SFMC account £7,577, MUGA account £2,574

2. Payment of Invoices

- PJW listed recent payments
- PJW to circulate details to members and arrange for any information to accompany the agenda in accordance with minute 15.11.13(1)

3. Audit

- PJW reported that this had now been carried out and was on the CBPV website
- He will circulate a copy to SFMC members
- The auditor had recommended a review of SFMC and CBPC insurance arrangement take place

4. Fund Raising

- No action

16.07.10 Health and Safety Policy

1. Inspection 7 June 2016

- Schedule agreed as a correct record
- Revised schedule to be circulated showing what action had been taken
- MJW to arrange date for next inspection

2. Review of SFMC Policy

- Agreed with the addition that MJW sign on behalf of SFMC and addition of a review date.

3. Responsibilities

- Agreed that all users are responsible for their own health and safety policies and assessments
- MJW to ask them for a separate signed document identifying the person responsible and a review date

4. First Aid Provision

- Agreed that be the responsibility of all user groups

16.07.11 Child Protection Issues

- Agreed that CBPC/SFMC had no direct responsibilities and that it was up to individual users to have policies and officials.

16.07.12 Litter

- Agreed that MJW remind users of their responsibilities for removing litter after fixtures/training sessions and ask them to remove any litter left by casual users

16.02.13 SFMC Committee Meetings

- MJW stated that he was compiling a single record of SFMC meetings from 2005 together with any relevant reports – he would destroy all his other records/notes
- Agreed that the record when complete be passed to the Clerk to XCBPC for its archives.

16.07.14 Next Meeting

- TBC

MJW

3 August 2016

