

Cherry Burton Sports Field Management Committee

Meeting of 31st May 2018

Present: P. Arandle, T. Baker, P. Wardale, I. Kelly, M. Lough

Apologies: G. Primarolo, T. Jenkins

1. Committee Members

- ML, TB, PW, IK, PA have agreed to continue on the SFMC for the 2018/19 year.

Action: A. Addison, G. Primarolo, T. Jenkins, J. Peirson to advise their intentions.

2. Appointments:

- Chair – Tony Baker for this meeting
- Minutes – P Wardale for this meeting

3. Minutes of previous meeting

- Last Minutes – P. Arandle was an attendee.
- Access Road Fence
 - Complete – invoice received from Landplan
- Shared Access
 - Cost of all repairs now agreed, funded and works completed.
- Bird Boxes
 - 25 bird boxes and one large owl box have been erected around the Sportsfield.
Thanks go to HMP and Bishop Burton College, and T Baker for organising.
- Brush
 - Scouts have agreed to clear the brush and will dispose of it over next few months.

4. Sports Field and Pavilion Matters

- Grant Application Process for Pavilion Improvements and Sportsfield Drainage
 - Applications are being finalised for grant funding through WREN, The FA and ERYC. Deadline for WREN is 12th June. Some comments received to improve.
Action: TB/PW.
 - Tenders for all works now complete and reviewed. It was agreed that the contractors would be Brian Fell (Leven) Ltd for Pavilion Works and Lawn N Order for Drainage Works – all subject to satisfactory guarantees and price validity through to Mar/Apr 2019.
 - Third Party Funding sums of £750 have been promised verbally by each sports club and by BP groups. Letter of Commitment received from Tennis Club. Await remainder. TB to ask Rounders for £50. **Action: GP/TJ/IK/TB**

- Third Party Funding to be additional to the £2,500 committed by the Parish Council and £2,500 committed from Sportsfield Management Committee funds.
- A meeting has been organised with ERYC funders on Tuesday 5th June to finalise the ERYC Commuted Sums application form so that there is consistency between applications. **Action PW/TB**
- The FA Grant Shot application process has been opened but there are some web access difficulties. These are being investigated by our FA contacts.
- VAT – In the past, as a small Parish Council under Section 33 of the VAT Act 1994, CBPC have regularly reclaimed VAT for small items using form VAT 126 without any problems. As recently as 2014 a large sum was claimed back after the construction of the MUGA. Further guidance has been sought from HMRC and ERNLLCA and it was agreed that we should assume this will still be possible for the new grant aided works.
- Hedge trimming
 - This is outstanding but will be resumed when the season re-starts.
- Grass Cutting
 - Details are required of the current contractor arrangements and any agreement with Cricket for extra cuts, to avoid payment delays. **Action: TJ**
- MUGA Update
 - Nothing to report
- H&S
 - Field & Pavilion H&S Inspection due soon. Date to be arranged. **Action: ML**

5. Finances

- Not discussed.
- Balance at year end (31st Mar '18) was £10,016.06 C/A, £2,755.32 in Muga S/A.

6. AOB

- Kitchen cleanliness is still poor after weekend matches. **Action: ALL.**
- Please could all clubs forward a copy of their fixture lists and any Open Days planned for the current season to T. Baker/P. Wardale to avoid clashes with dates. These will be displayed in the Pavilion. **Action: ALL**
- Equipment Room is getting cluttered again and unused Mowers and Rollers need to be removed. **Action: ALL**
- Reminder to all Clubs: No Fuel to be kept in the building – otherwise Building Insurance could be invalidated. **Action: ALL**
- Container on Field: This needs to be moved as soon as possible as ground now suitable for vehicles. **Action: GP**