

## BURTON ON THE WOLDS PLAYING FIELD ASSOCIATION

### Minutes of committee meeting on Monday 11<sup>th</sup> March 2019 in the pavilion, Towles Field at 7.30 pm.

**Present:** Robert Shields, Helen Monk, Diane Simmons, Brian Bunn, Pamela Parkin, Pam Harrison, Peter Harrison, Cath Thomson

**Apologies:** Phil Spencer, Rachael Saunders, Dan Orme

1. **Minutes of previous meeting, 15<sup>th</sup> January 2019.** Acceptance proposed by PaH, secd. H. M
2. **Questions or comments from members of the public** There were none present
3. **Matters arising from the previous minutes**
  - a. Installation of the Tennis Club bench is the next maintenance job on Jason W's schedule.
  - b. Chair informed SPA. CC. of meeting's decision regarding their enquiry. No Reply
  - c. £600 grant received from EMA.
  - d. £500 grant received from CBC
  - e. Toilet installation Mon 15<sup>th</sup> April. The cost is £22 per week. DS confirmed that the Tennis Club are happy to share the cost with PFA.
4. **Finance update.**
  - a. HM presented the accounts and reported that the water bill was larger this time due to the meter being read rather than estimated.
  - b. With two recent grant payments the account holds £4000. The main large expenses coming up might be a contribution to the benches the PC are commissioning, possibly £1,000. A further £1,000 may be required to complete the exercise area on the concrete slab.
  - c. CT asked if there was enough to pay for fencing work next to Towles Field. See 8b.
  - d. Insurance due June 1<sup>st</sup> likely to be in excess of £800, but will be billed after we have received PC half year grant. CT to get quote before May meeting
5. **Public letting fees for pavilion and field 2019.**
  - a. Following discussion the hire fees were set for half day blocks at £40 for a booking from outside village, 25% discount for residents of Burton parish or members of the clubs licensed to use the facilities, who wish to use the pavilion for their own purposes.
  - b. To keep things simple, PFA will not ask for a deposit but rely on the terms and conditions. This policy will be reviewed in the autumn.
  - c. A charity or not-for profit group such as the Church, LA or school running an event for benefit of residents may qualify for a lower nominal rent. Booking Clerk will set fee.
  - d. Decisions were made about accompanying paper work for pavilion hire and Terms and Conditions. Copies of these are circulated with the minutes. Please check them carefully and feedback any problems to CT before she publishes them on the website and advertises in the Link. New hire charges will take effect after AGM on 13<sup>th</sup> May.
  - e. The following motion was proposed by the Chair "*This meeting accepts the changes to hire charges, terms and conditions and the booking form subject to receiving the alterations discussed in this meeting*" seconded by Pe Harrison. Accepted unanimously.

## **6. Keep Britain Tidy campaign and Burton event 6<sup>th</sup> April.**

- a. RSh mentioned posters being displayed widely and the event is on KBT web-site.
- b. CBC are providing tools and removing rubbish, RSh will liaise with them collection etc. Bags of rubbish will be stored in the garage until it can be collected
- c. It was noted that the garage is in use following day for Plantation volunteer morning
- d. If CT can find some luggage scales the amount collected can be weighed and recorded.

## **7. Representatives reports**

- a. RSh updated PC about toilet hire, had nothing to report back from PC other than complaint about sticks on field. Plantation committee will clear these before the mowing starts at the end of the month.
- b. Football clubs. BB explained late end to season due to large number of teams in 1<sup>st</sup> Division. They all play each other once, are split into upper and lower groups, members of each group then have to play each other twice.  
A recent match involving a Burton 'Old Boys' side was very successful (OB's won)
- c. Tennis Club, DS outlined plans for 2019, starting with the social event and AGM on 22<sup>nd</sup> March, Thursdays will be club night and there will be regular coaching sessions starting soon. LTA membership will be discussed at AGM.

## **8. Playing field and playground maintenance,**

- a. PeH has taken spring from old locked gate and used it to replace broken spring. PeH needs help moving the weights on tubular frames of the goal nets, CT will ask PS if he can help Peter with this.
- b. CT presented a quote for £399 to cut back hedge and install wire mesh fence along Towles Field on grounds of safety. RSh proposed the motion and that expenditure was approved PeH seconded it. The trustees were unanimous in requesting it to be done soon. CT to contact Matthew Hodges to confirm.
- c. Use of old concrete base. No further with progressing project. Problem with Carpenters not able to help possible at present. RSh will explore other possibilities
- d. At the end of the season BB and CT will organise small working party from football teams to do repairs to Football Field

## **9. Pavilion, garage, outside assets**

- a. Further sorting out required in garage at end of football season and Plantation days. Both groups to remove equipment no longer needed.
- b. Internal pavilion repairs to be done at same time as bench installation. No date yet.
- c. RSh showed samples polypropylene carpet tiles. Meeting agreed that this is what was needed. RSh will get some quotes and idea of lead in time for fitting
- d. CT hoping to get a quote from P& K cleaners week after 11<sup>th</sup> April with a view to big spring clean being done before May. Need to co-ordinate clean, carpet installation and decoration of the club room. Changing rooms can wait until after benches are fitted.
- e. First reference to pavilion hire should appear in April Link, CT will follow this with an article and more detail in May edition. It was requested by the meeting that the booking form and terms and conditions are available on Playing Field web-page on village web-site. CT will do this as soon as the final version is approved.

## **10. Grant applications, volunteers and fundraising 2019.**

- a. Santander Discovery Days have been in touch about our 'Prepare for Summer' project. CT will circulate information when she hears more.

#### **11. What was learnt from attendance at Charitable Trust training**

- a. CT received comprehensive notes which she will scan and circulate round the trustees. This might not happen until April.
- b. CT and the PC clerk were concerned about information that seemed to be at odds with our practise. Primarily that anything permanently placed on the Charity land belonged to the Charity. The clerk has spoken to the insurance company about our concerns and was reassured that the agreement the PFA have with the PC makes it clear who is responsible for what and the Insurance company have no problem with the arrangement as it stands.

#### **12. Any other business.**

- a. St Andrew's church, through DS, has booked the pavilion for 4 afternoon in the summer to serve teas as a community event and a means of generating funds for the Church. CT will display a poster with the dates on the notice board and urges trustees to let people know about it and support these occasions.
- b. Please encourage interested people to come to AGM on Monday 13<sup>th</sup> May.
  - Refreshments will be served from 7.00pm.
  - Clubs are reminded that they need to send a representative to this meeting. By submitting their annual report before the meeting it saves a little time and allows for more questions and answers.
  - There is room on the committee for at least one more Trustee. Ideally this person would be a resident of Burton on the Wolds and have and have an interest in either children's play provision, or land maintenance
  - The AGM will be followed by a committee meeting that is also a public meeting.

#### **13. Dates of next meetings –**

AGM Mon 13<sup>th</sup> May 2019 7.30 in the pavilion. Refreshments at 7.00pm. Committee meeting 8.00pm approx.

Tuesday 25<sup>th</sup> June 2019 7.30

**Minutes approved by the Trustees on (date)**

**Signed**

**Catherine Thomson: Chair of Trustees**