

# **MINUTES OF HEMSBY PARISH COUNCIL PLAYING FIELD COMMITTEE MEETING**

Which took place at the  
Parish Office on: **Thursday 14th November at 7.00pm**

Present: Cllrs S Bensley, Kyriacou, Richmond  
Clerks: Mrs Sarah Hunt & Mrs Kerrie Wilton  
Representatives of the hirers of the Playing Field & Pavilion were in attendance;  
Tony Bowgen – Sports & Social Club  
Rachel Wood - 1<sup>st</sup> Hemsby Brownies Group  
Lesley & Bernard Barron - Car boot Organiser  
Terry McGough - Hemsby Football Club

## **1 ATTENDANCE**

Apologies were received and accepted from Soundwaves & Theatre East

## **2 DECLARATIONS OF INTEREST AND DISPENSATIONS.**

None.

## **3 Election of Chairman of the Committee.** Tony Bowgen was Proposed & Seconded as The Chairperson of the Committee & was **duly elected**.

## **4 Maintenance**

4.1 It was confirmed that the fire system at the Pavilion has been updated & the invoice for payment will be presented for payment at the Full Council on 19<sup>th</sup> November 2019. **-Action Clerk**

4.2 The Grounds Maintenance for 2020 was discussed and it was agreed to continue with the current contractor. It was brought to the committee's attention that there are a number of mole hills appearing on the playing field, it was agreed to engage a suitable qualified pest control company. Clerk to arrange. **-Action Clerk**

4.3 It was noted that the hedge around the perimeter is overgrown. Contractor to be sought for 2020. **-Action Tony Bowgen**

4.4 Gully in Car Park – update re; flooding. It was reported that this issue has now been resolved.

4.5 It was agreed to remove all communal kitchen items & equipment from the cupboards and to purchase a box of paper cups. **-Action Clerk/Cllr Kyriacou/Tony Bowgen**

4.6 The electrical equipment requires PAT Testing, it was agreed that this would be undertaken at the same time as the Parish Council Office. **-Action Clerk**

4.7 It was reported to the committee that the gates ways require attention. It was agreed that a quotation to be obtained to remove the soil, a plastic grid inserted each side of the gateways and then refilled to the current level and re-seeded. **-Action Cllr Kyriacou & Cllr Scott Bensley.**

4.8 It was suggested by The Clerk that an inventory be made of the fixtures & fittings to ensure that all equipment is in good condition & fit for purpose & suitably covered on the Insurance Policy **-Action Clerk/Cllr Kyriacou/Tony Bowgen**

4.9 Fire Extinguishers to be inspected. **-Action Clerk/Cllr Kyriacou**

4.10 It was reported that a watchman has been fitted to the heating tank.

4.11 It was reported that Great Yarmouth Borough Council have deemed that the Pavillion does not provide suitable disabled access to accommodate the Polling Station for the December 2019 election, this will be held in the Village Hall.

4.12 The Committee was advised that the fence has been repaired by the Parish Council.

## **5 KEYHOLDERS.**

5.1 It was established that keys to the pavilion are held by Cllr Kyriacou, Tony Bowgen, Bernard Barron & Rachel Wood. It was agreed the key safe lock will be updated once all the new hirer agreements have been returned & they will be advised accordingly of the new code.

5.2 It was agreed that Tony Bowgen & Cllr Scott Bensley will oversee the issuing & accounting of floodlight tokens. A receipt book has been purchased & the tokens for the Football club will be identified separately to the ones that will be available to purchase from the Social Club bar which will require payment at the time of purchase. All tokens used by the Football club will be accounted for monthly and an invoice will be issued for payment by The Clerk.

**6 FINANCE.**

6.1 To confirm that the Recreation Field bank account is closed. All orders now to be placed through The Parish Clerk, to be made out to Parish Council and to be paid by Parish Council. All invoices will be issued by the Parish Clerk.

6.2 Budget requests for 2020/21 were received;

6.2.1 A request was received to purchase a new vacuum cleaner.

**-Action Clerk**

6.2.2 disposable cup supply for the Pavilion users.

**-Action Clerk**

6.2.3 Information board to display contact details of all regular users

**-Action Clerk**

**7 HIRE AGREEMENTS.**

7.2 It was confirmed that update hire agreements have been issued to all regular users & the outstanding ones to be returned to Parish Council Offices as soon as possible.

**8 DATE AND TIME OF NEXT MEETING.**

8.1 It was agreed to set the future meetings dates;

- 13<sup>th</sup> February 2020.

**9 ITEMS FOR THE NEXT AGENDA.**

9.1 Update on the outdoor Gym

9.2 Risk assessments

9.3 Insurance

9.4 Key safe update.

9.5 PAT testing of equipment

9.6 Moles

9.7 Gateway repairs

9.8 Electricity supplier

9.9 Review of hire charges

The meeting closed at 8.30pm.