

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

Which took place at the  
Parish Office on: **Thursday 13th February 2020 at 7.00pm**

Present: Cllrs S Bensly, Richmond, Bowgen  
Clerk: 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  
Stuart Reeve - Hemsby Football Club  
Tony Witheridge – Theatre East

No Members of the public were present

## **1 ATTENDANCE**

Apologies were received and accepted from Cllr Kyriacou. The meeting commenced at 7:15pm.

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

None.

### **1. MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting held on 14<sup>th</sup> October 2019 were agreed & signed by Chairman Tony Bowgen.

### **2. PUBLIC FORUM**

2.1 None

### **3. MAINTENANCE.**

- 3.1 To confirm the fire system risk assessment has been conducted & the report has been received. In response to that report the Electrician has installed new safety lighting, all equipment has been PAT tested where appropriate. The Electrical Safety check has also been undertaken, a Fire safety lighting 3 hour dry test to be arranged as well as a schematic plan of the building & fire zones drafted. The Boilers have also been serviced. **- Noted**
- 3.2 The new noticeboard has been put up with all hirers details & who the key holders are in case of emergency. One error has been reported, the clerk will amend it. **-Noted**
- 3.3 There is a weekly litter pick on a Monday of the whole site & reminders to groups to ask their members to be responsible in clearing up their own litter too. **-Noted**
- 3.4 Plumber to order new taps & install them shortly. It was agreed that a quotation should be sought to installing hot water heater for kitchen area. **-Action Clerk**
- 3.5 New kitchen door has been ordered as well as repairs to the locks on the disabled. toilet. **-Noted**
- 3.6 The guttering of the building has been cleared & entrance weeded. **-Noted**
- 3.7 New order of heating oil to be placed shortly for heating & hot water. **- Action Clerk**
- 3.8 The disposable cups have been purchased by the Parish Council for the hirers to use. **- Noted**
- 3.9 The Outdoor gym has been installed & weekly inspections are being undertaken by Cllrs. It will also require an annual inspection that may be arranged through GYBC at a cost to the Parish Council. **-Noted**
- 3.10 Mr Barron on to advise when the car boot sales will recommence for 2020 season around 2 April weather permitting. **-Noted**
- 3.11 It was reported that the Community Payback team to be working on site Saturday 22<sup>nd</sup> February 2020 between 10am & 3pm. A request was made for them to trim the hedge & also brambles around the pumping station as well as sweeping & tidying up the hard court. They will not able to tackle the large bush by the hard court & it was requested that the Clerk obtain a quotation to

have it removed following an incident this week where a member of the public cut their hand whilst trying to retrieve a ball. – **Action Clerk**

- 3.12 Advertising of the facilities to attract new hirers, both one off & casual hirers was discussed & an advert will be placed in the Parish Newsletter in first instance before advertising to a wider audience. –**Action Clerk**
- 3.13 Gateway repairs, these have not yet been started due to the wet winter but hope to be started soon. –**Action Cllr Bensly/Kyriacou**
- 3.14 Key Safe update, combination to be changed when current contractors have finished on site carrying out repairs. –**Noted**
- 3.15 The Asset Register was discussed to identify items on the current Insurance Policy & to establish of the listed items which ones actually belonged to The Parish Council & their whereabouts. Cllr Bowgen advised that the ride-on mower has not been used for some time & an accurate valuation should be sought & then The PC should consider its future. The Clerk advised that risk assessments for the Playing field, Pavilion & Car Park are underway. It was requested that all PC assets should be stored in the lock up storage facility where possible. The Football Club will carry out another tidy of equipment that they have stored in there to make that possible. The Football club advised that they believe that there are some items in there that do not belong to them, they will identify them & make the clerk aware. The Clerk also requested that Insurance documentation is provided by The Football Club as well as their Safe Guarding Policy. The Brownies were also asked to supply a copy of their Safeguarding Policy  
–**Action Football Club & Brownies**
- 3.16 It was confirmed that the Grass cutter will recommence cutting in March & the costings were discussed if additional grass cutting & aeration of the pitches is required as this would be outside of the current contract. –**Noted**
- 3.17 It was agreed to order replacement signs advising no dogs are permitted on the site- **Action Clerk**

#### **4. FINANCE.**

- 4.1 All outstanding invoices have now been paid. –**Noted**
- 4.2 The Finance Committee has made recommendations to Full Council that the hirers fees of both The Pavilion & The Playing Field are to stay the same for 2020/21. –**Noted**
- 4.3 The Finance Committee were advised that Hemsby Football Club will be donating an additional £200 before the end of this season towards the running costs as they are attracting more members & in a better financial position. The Clerk advised that this has already been received & banked. –**Noted**
- 4.4 Discuss the Cricket Club use of the field in 2019 & the facility that remains in place, this will be carried forward to full council as although a written report was received from Winterton Cricket Club the matter requires further investigation. – **Action Clerk**
- 4.5 It was agreed that quarterly invoices to be issued mid-March where appropriate. Tony Witheridge presented a cheque for hire to date. –**Action Clerk**
- 4.6 Clerk confirmed that the number of Floodlight tokens to date has been low. In March they will be totalled up & an invoice issued to The Football Club for their usage & any money held in The Social Club will be banked before the end of the financial year on 31 March 2020.

#### **5. DATE AND TIME OF NEXT MEETING 11th June 2020 at 7pm.**

**Meeting Closed 9:37pm**

#### **6. ANY ITEMS FOR THE AGENDA.**