

# GREAT SHELFORD PARISH COUNCIL

## Minutes

### Recreation Ground and Pavilion Committee meeting held in the Pavilion, Woollards Lane on Monday 3rd August 2015

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1. Present: Councillors Malcolm Watson (Chair), Charlie Nightingale, Bridget Hodge, Shelton, Barrie Ashurst, PSWG Members Eleanor McCrone, Holly Barr.  
Apologies Received: Councillors Mike Nettleton, Simon Talbott, Stephen Chittenden  
Not in Attendance: Councillors Ben Shelton,
2. There were no new declarations of interests received.  
  
No Members of the public were present
3. Minutes from the previous Recreation Ground meeting of 7<sup>th</sup> April 2015 were not available thus the appropriate agenda was reviewed for any outstanding issues. None were identified.
4. Eleanor and Holly gave an update on the PSWG financial status as follows
  - Trust constitution should be established in about 2 weeks' time
  - Bank account in place with a second account being established to receive donations via PayPal
  - Six trustees are in place with one being a Parish Council representative
  - Fundraising calendar in progress with a few minor starter events in mind
  - Constitution states all funds accrued if PSWG fails in any way, revert to Parish Council account
  - Stakeholder meetings with Architect planned for late September over a two week period
  - Sports club meetings to also be attended by a Parish Councillor if possible
  - Clerk to contact Susanne Tutsch at Erect Architecture and confirm status but cannot place instructions until constitution is fully in place
5. Riverbank Project. Councillor Malcolm Watson reported on behalf of Councillor Stephen Chittenden that Lottery funding for the project is unlikely. The project will be reviewed alongside the PSWG project and be part of the Architects plan but not integrated into the PSWG project from a funding aspect.
6. Councillor Barrie Ashurst detailed the most pressing items from the RISK assessment as follows
  - Hz1. Accident book to be held on Pavilion premises for all sports clubs to utilise.
    - New official Accident book to be purchased replacing current note book and held in Pavilion kitchen area
  - Hz6. Emergency Vehicle access to Recreation Ground
    - Previous key lock on the access gate has now been replaced with a combination lock, all user clubs and associations have been made aware of the combination number and a notice is on the Parish Council Pavilion notice board with the number for emergency use
  - Hz9. Recreation Ground, Games in play notices
    - General notices to all recreation ground users identifying that cricket / football matches could be in constant play and to be alert at all times. Wording of notice to be agreed between Councillor Barrie Ashurst and Clerk, who will both review other similar playing field notices

Hz10, 11 & 12. Stray Cricket balls into adjacent activities

- Ball catching netting to be considered and should be in place prior to next cricket season
- Meeting with Edwards Ball Stopping supplier on Wednesday 5<sup>th</sup> August to review options. Councillor Barrie Ashurst and Clerk to attend. An alternative provider also to be considered for quotations

7. Pavilion Rectification Status updated by Clerk as follows

- Omnis currently on site and some repairs completed
- Front facia timber replacement has stopped and requires additional timber. Now ordered by Omnis
- Power panel removal and detail of all outstanding items prepared by Tim Page for sign off on Omnis final departure
- Deadline set as 31<sup>st</sup> August 2015 for all outstanding work to be completed
- Clerk and Tim Page to finalise claim on Omnis retention when any outstanding items are reviewed after 31<sup>st</sup> August 2015

8. VAT registration progress updated by Councillor Malcolm Watson as

- Start of registration delayed until objectively 1<sup>st</sup> October due to detail of registration requirements

9. Seasonal Teams Contracts

Councillor Malcolm Watson to review with Robert Plumbly of PEM and update prior to VAT registration due to the delay

Clerk to prepare seasonal invoicing for all Clubs and update on previous years adjustment to invoices in advance of new contracts

10. Matters for future agenda consideration

- a) Grange Field acquisition
- b) Pavilion store cupboard shelving quote required to remove Parish Council historic files from Memorial Hall storage

11. Review of Maintenance requirements for Recreation Ground and Pavilion

This was considered to have HR Issues involved and thus a Public excluded record

12. With all Agenda items covered the Chair closed the meeting at 2015hrs.

Signed

Date

Chair

Recreation Ground and Pavilion Committee  
Great Shelford Parish Council

**Note.** All the above is the official minutes of the Parish Council Recreation Ground and Pavilion Committee meeting on 3<sup>rd</sup> August 2015 that have been reviewed by Committee with full adoption awaited at the next Recreation Ground and Pavilion Committee meeting.