

Abington Recreation Ground Committee

Meeting No. 216 held on Monday 13th May 2019 at 7.15pm, in the Abington Village Institute, High Street, Great Abington.

Minutes

Meeting began at 7.15 pm

Those present at the meeting were: Louise Patten, Peter Brunning, Dennis Tiplady, Richard Allum, David Pimblett, Charlotte Adams & Alan Cooke

1. Apologies for absence Pennie Zimmern, Genevieve Dalton, Liz Sainsbury & Richard Smith
2. Minutes of previous meetings: 11th March 2019 agreed by RA & PB
3. Matters arising – other than being considered below
4. Treasurers Report
 - 4.1 Finance Report – The treasurer sent the Finance Report and this was read out by Peter Brunning and discussed.

4.1.1 The committee agreed that they would like Mike Gutteridge to do the Internal Audit at £25.00 per hour. Proposed: RA & Seconded: LP

4.1.2 Internal Auditor Report: Peter Brunning discussed the audit report including the updates for financial governance. Taking on board the comments and recommendations, the committee agreed the importance of acting on the recommendations. As a priority it was felt that the Committee needed to update the current risk register, update the asset register and create a reporting system. PB to action on the reporting system.

ABINGTON RECREATION COMMITTEE FINANCE REPORT - May 2019

2019-20 Financial report

	TOTAL	CURRENT (Treasurers a/c)	DEPOSIT (Instant a/c)
30.04.2019 per statements	£ 10436.72	£ 2081.97	£ 8354.75
13.05.2019 (after payments)	£ 10065.62	£ 1710.87	£ 8354.75

PAYMENTS

Abington Institute - hall hire	£ 24.00
Whoopsy Daisy monthly SO April x2, May	£ 214.50
ROSPA Play safety- inspection	VAT £22.10
TOTAL	£ 371.10

INCOME To note since last meeting	
Interest March and April 2019	£ 0.69

Income pending

Parish Council grants for first half year £3445.50

VAT reclaim to end March 2019 to be submitted. Registration for on line claims pending - No information received from HMRC. Value of claim to be confirmed.

Whoopsy Daisy Contract - Public Liability Insurance. Copies of up to date certificates required. GDa has requested them.

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DRAFT INCOME & EXPENDITURE ACCOUNT 2018-19 FOR THE YEAR ENDING 31ST MARCH 2019

	2017-18	PLAN 2018-19	2018-19	VARIANCE		Variance Explanation
				v 17- 18	v plan	
INCOME						
Great Abington Parish Council	3,937.50	3,937.50	3,937.50	0%	0%	
Little Abington Parish Council	2,625.00	2,625.00	2,625.00	0%	0%	
				-		
VAT recovered	2,095.98	0.00	734.62	65%		linked to expenditure.
Bank Interest	4.05	3.60	5.03	24%	40%	
				-		
Total Income	8,662.53	6,566.10	7,302.15	16%	11%	
EXPENDITURE						
Grass Cutting	1,100.00	1,120.00	1,100.00	0%	-2%	
General Maintenance & Replacement	1,075.00	1,100.00	1,881.64	75%	71%	includes fencing and new trees
Capital costs (equipment purchased)	0.00	1,000.00	1,539.76		54%	picnic tables and bases
				-		
Dog & Rubbish Bin Clearing	786.50	2,964.00	929.50	18%	69%	budgeted to empty all bins
				-		
Tree Work	2,440.00	1,500.00	1,850.00	24%	23%	tree works marginally over plan but less than 17-18
				-		
Inspection Report	1,084.14	128.00	94.50	91%	26%	ROSPA only this year. Trees inspected in 17-18
					-	Budget based on previous provider
Insurance	652.11	1,100.00	671.43	3%	39%	
					-	
Audit	0.00	150.00	126.50		16%	New budget line
					-	
Sundry (including room hire)	65.42	100.00	72.00	10%	28%	linked to expenditure, Can be reclaimed
VAT	544.50		729.06	34%		
Total Expenditure	7,747.67	9,162.00	8,994.39	16%	-2%	
NET INCOME	914.86	-2,595.90	-1,692.24			expenditure > income in 18-19
Balance brought forward 31 March	11,285.27		12,200.13			
outstanding payments	0.00		71.50			
Income	8,662.53		7,302.15			
expenditure	7,747.67		-8,994.39			
CASH AT BANK	12,200.13		10,579.39			
BANK ACCOUNTS per statements						
Lloyds - Instant (deposit)	10,349.39		8,354.42			
Account - 30-97-24 7416749						
Lloyds - Treasurers (current)	1,850.74		2,224.97			
Account - 30-97-24 0489694						
TOTAL FUNDS	12,200.13		10,579.39			
ALLOCATED RESERVES						
Capital Renewal Earmarked Reserve	2,700.00		2,700.00			equipment replacement programme
ALLOCATED RESERVES	2,700.00		2,700.00			
UNALLOCATED RESERVES	9,500.13		7,879.39			

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- 4.2 2018-2019 – Financial Summary was discussed checked and agreed. RA & PB
- 4.3 Payments – The payments were checked and agreed by the committee.
5. Children's play area
 - 5.1 General condition –Good
 - 5.2 RoSPA report – Peter discussed the RoSPA report and the recommendations. There are no high risks, but a few remedial actions are required. These will be taken.
 - 5.3 Risk Register – PB & LP – still being updated with recommended flow chart for reporting equipment concerns.
 - 5.4 Official Signage & Notice Board – Charlotte & Alan Cooke
Charlotte discussed two different types of notice boards and the price of each. It was felt that more detail was required to make a decision. The committee were in favour of putting up the new notice board but further discussion is needed.
6. Multi- sport area
 - 6.1 General Condition - adequate
 - 6.2 Fencing – 1 fence panel required near gate to the school, 1 new net for basketball hoop metal. LP to source.
7. Outdoor gym
 - 7.1 General condition – good.
 - 7.2 Skier repair update - PB reported that the replacement part for the Skier has been ordered and is due to be fitted in June, the skier can still be used
8. Ground Condition
 - 8.1 General Condition - good
 - 8.2 Strimming and Spraying- The merits of when to spray were discussed. PB to look into spraying and brush cutting for next year.
 - 8.3 Perimeter fencing: A section of the perimeter fencing needs to be replaced following the identification of a hole. LP to contact Paul Godsmark for quote for new fencing and replacement of concrete post.
9. Planted Trees – DP – reported that he has been regularly watering the trees and the trees were doing well and coming into leaf.
10. Shrubs
 - 10.1 Preparation of area update – It was decided that the planting of shrubs is to be postponed.
11. Equipment
 - 11.1 New equipment and future planning – S106 Funding – this is to be reported on at the next meeting following the next GAPC meeting.

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12. Pump Track Update Report: AC/PB

12.1 Pump Track Design – Timescale – Peter and Alan have met with the designer and are awaiting the design. AC/PB to follow up.

12.2 Funding of Costs for Pump Track Design – It was agreed by the committee that the funding for the pump track design will come out of the recreation ground funds.

13. Any other business

9.1 Correspondence from local landowner –The letter from Nick Hood who owns the road access for the Recreation Ground was discussed. It was agreed that Alan Cooke would draft a letter to him to inform him formally of the proposal to build a pump track on the recreation Ground and to ask his permission to use his land as access for the contractors.

9.2 Correspondence received from Katie Mannion identifying the hole in the fence and broken post which is at the end of her land. Peter confirmed that he had already responded to the email and explained that the damage had more than likely been caused by the shelter on her land falling onto the fencing.

14. Date of next meeting: 8th July 2019 7.15 pm. Preceded by inspection of ground at 7.00 pm.

The meeting finished at .8.30 pm