

Meeting No. 220 held on Monday 2<sup>nd</sup> March 2020 at 7.15pm, in the Abington Village Institute, High Street, Great Abington.

### Minutes

Meeting began at 7.20 pm

Those present at the meeting were: Louise Patten, Peter Brunning, Emma Pery, Richard Allum, Charlotte Adams, David Pimblett & Genevieve Dalton.

1. Apologies for absence: Richard Smith & Dennis Tiplady
2. Minutes of previous meetings: 4.11.19 be agreed at next meeting
3. Matters arising – other than being considered below - none
4. Treasurers Report
  - 4.1 Finance Report March 2020

### ABINGTON RECREATION GROUND COMMITTEE: FINANCE REPORT – March 2020

#### BALANCES

	TOTAL	CURRENT (Treasurers a/c)	DEPOSIT (Instant a/c)
28.02.2020 per on line statement	<b>£13340.93</b>	£ 3482.48	£ 9858.45
Year end estimate (see below)	<b>£11830.60</b>	£ 1971.72	£ 9858.88

4.2 Payments – Agreed by: Louise Patten & Richard Allum

#### PAYMENTS

<b>• Payments made with committee agreement since last meeting</b>	
Abington Institute room hire November 2019	£ 12.00
Whoopsy Daisy - dog bins Standing orders	£ 214.50
Fenland Leisure - outdoor gym repairs	VAT £78.20 £ 469.19
<b>TOTAL</b>	<b>£ 695.69</b>
<b>• New payments</b>	
Mr Brunning Notice Board fixings Nov 2019, keys for litter bins Jan 2020	£ 28.67
Cambridge Fencing invoice dated 5.11.2019	£ 629.00
<b>Total</b>	<b>£ 657.67</b>
<b>• Payments due before 31.3.2020 ( year end)</b>	
Insurance renewal estimate max	£ 710.00
Whoopsy Daisy Standing orders Feb & March 2020	£ 143.00
<b>TOTAL</b>	<b>£ 1482.00</b>

<b>INCOME To note since November 2019</b>	
Interest	£ 1.62
GAPC 2029-20 grant part 2	£ 2067.50
Interest due March 2020	£ 0.43
<b>Total Income to year end</b>	<b>£ 2069.55</b>

#### 4.3 Account Summary

##### **SUMMARY - Year end estimate**

ABINGTON RECREATION GROUND COMMITTEE ACCOUNTS SUMMARY 2019-20					
		Prepared	28.2.2020		
	Month	12 YEAR END ESTIMATE			
EXPENDITURE	BUDGET	EXPENDITURE YTD	VARIANCE against plan	% OF BUDGET	Notes
VAT		344.90			
GRASS CUTTING	1,122.00	1,315.00	193.00	117	
MAINTENANCE/REPLACEMENT	1,000.00	1,775.02	775.02	178	fencing
CAPITAL PURCHASES		468.00	468.00		noticeboard
BIN EMPTYING	2,000.00	929.50	-1,070.50	46	budget covered all bins
TREE WORK	1,500.00	100.00	-1,400.00	7	training
SAFETY INSPECTION (ROSPA)	100.00	110.50	10.50	111	budget assumed 5% increase
INSURANCE	840.00	710.00	-130.00	85	
AUDIT	133.00	150.00	17.00	113	additional hours
SUNDRIES	25.00	99.67	74.67	399	various expenses
HALL HIRE	72.00	72.00	0.00	100	
<b>TOTAL</b>	<b>6,792.00</b>	<b>6,074.59</b>	<b>-717.41</b>	<b>89</b>	
<b>INCOME</b>					
	BUDGET	INCOME YTD	VARIANCE against plan	% OF BUDGET	Notes
GAPC GRANT	4135.00	4135.00	0.00	100	
LAPC GRANT	2756.00	2756.00	0.00	100	
INTEREST	5.00	4.46	-0.54	89	
OTHER/VAT refund	400.00	430.34	30.34	108	VAT 2018/19 Q3,4 and 2019/20 Q1,Q2
<b>TOTALS</b>	<b>7296.00</b>	<b>7325.80</b>	<b>29.80</b>	<b>100</b>	
<b>BALANCES per bank 28.2.2020</b>		<b>year end estimates</b>			
CURRENT ACCOUNT (Treasurers)		3482.48	1,971.72		
DEPOSIT ACCOUNT (Instant)		9,858.45	9858.88		
<b>TOTAL</b>		<b>£ 13,340.93</b>	<b>£11,830.60</b>		

#### 4.4 Renewal of Recreation Ground Insurance Cam & Co due before 31<sup>st</sup> March 2020

GD explained that the policy is due for renewal on 31<sup>st</sup> March, as no comments had been received Came and Co have been advised that the risks have not changed. GD stated that ARGC has a three year long term policy and estimated the insurance premium (£710) based on a maximum increase of 5% on 2018-19. The 2019- 20 budget plan assumed £840.00

The committee unanimously agreed that Came and Co should continue to be the ARGC insurers and that the payment should be made up to a maximum of £710 this was proposed by Peter Brunning and Seconded by Richard Allum

4.4.1 Asset Register – the Asset Register will need to reviewed

4.4.2 Risk register – the Risk Register will need to reviewed

#### 4.5 2019-2020 Year End Arrangements

##### **2019-20 Year end arrangements**

GD confirmed that the final draft accounts will be reported at the next meeting and that the committee need to appoint an internal auditor. The committee agreed to ask Mike Gutteridge – Genevieve to make contact.

4.6 2018-19 Internal audit report. GD requested that the Internal Audit Report which was presented at the last meeting needs to be sent to both Parish Councils. LP (GAPC) & PE (LAPC) will

action this. LP confirmed that the Audit Report is detailed in the Minutes of the previous meeting.

#### 4.7 Planned activities on Recreation Ground – insurance requirements

GD reinforced that it is good practice if activities take place on the Recreation Ground that the Committee ensures that organisers have their own insurance.

### 5. Children's play area

5.1 General condition – The area needs to dry out and mole hills need to be flattened.

5.2 Notification of Play Area Inspection by RoSPA in April 2020. PB will liaise with RoSPA and will send the report from the inspection and any action points to the committee.

5.3 Draft Risk Register – LP sent a copy of the 'Draft Risk Register' to all members of the committee prior to the meeting and asked for feedback. The document has been amended following this feedback. It was felt that before the ARGC could formally agree the 'Risk Assessment' that both Parish Councils should have the opportunity to look through the risk register and give feedback. LP to circulate it to both Parish Councils before 17<sup>th</sup> March 2020

5.4 Draft Inspection Protocol – Presented by Emma Pery – Committee agreed that the document is acceptable and the protocol should now be followed: Proposer: PB & Seconded: LP

5.5 Signage – finalise wording for new noticeboard – EP. The wording for the notice, which is to be placed on the new noticeboard, was agreed. Proposer: PB Seconded: LP. LP agreed to print out the notice in colour on A3 paper and laminate it. PB to then place on noticeboard.

1 x Metal Sign for Play Area – to be discussed at the next meeting

1 x Metal Sign beside River – to be discussed at the next meeting

1 x Rules and Regulations for whole Recreation Ground – to be discussed at the next meeting

5.6 Signage Suppliers – EP to look into the cost of the signage

### 6. Multi-Use Games Area

6.1 General Condition – 1 board has been removed and will need replacing. RS action

6.2 Painting of Goal Areas – RS has finished painting the goals and they look much better

6.3 Replacement Basketball Nets for Hoops –LP has donated a new net and it has now been attached

6.4 Spare key for Football Container – LP has been given the key by Den Tiplady and will pass it on to PB.

6.2 MUGA refurbishment - Collaboration with Primary School – Guy Underwood has approached the ARGC to discuss possible collaboration between the Primary School and the ARGC to refurbish the MUGA. LP reported that she had met with Guy Underwood and following this meeting LP will be contacting 2 representatives from the Primary School to create a working party to move the project forward. LP also reported at the meeting Guy Underwood (GU) presented the plans for the

Outdoor Learning Zone which has been planned for land owned by the Primary School which backs on to the Recreation Ground. LP reported that the plans would create a very special place for the students to explore and appreciate nature. LP was however concerned about the proposed siting of the bike storage container which has been planned to go next to the Recreation Ground perimeter fence. LP felt that this would be a high security risk and the bikes could be easily stolen. She suggested at the meeting with GU that the container should be closer to the main school buildings.

## 7. Outdoor gym

7.1 General condition good, all the machines are working safely.

7.2 Update on repair to Outdoor Gym 'Space Walker' by Fenland Leisure. The Space Walker has been repaired.

## 8. Ground Condition

8.1 General Condition – wet, muddy – needs to dry out

8.2 South Cambs District Council Funding for 3 new trees £ 60 voucher x 2 DP

8.2.1 Variety Choice – Medium Size – Sorbus, Acer & Mallice

It was agreed for David Pimblett to choose, purchase and plant 3 trees from the list above using the tree vouchers issued by the South Cambs District Council to Great and Little Abington Parish Councils. The committee felt that the tree quality was important and additional funds may be needed to buy the best trees. The committee agreed that an additional sum of £60 could be spent. It was proposed by Charlotte Adams and Emma Pery that additional sum of up to £60 could be used for the purchase. Seconded Louise Patten.

8.2.2 Placement of Trees – It was agreed for the trees to be planted on the far side of the field, between the church and the bridge, where there were gaps. DP to contact members of the committee to help with planting once the trees have been purchased.

8.3 General Tree Condition – DP & RS Removed a large limb from the field maple on the far side of the field to make the tree safe.

8.4 Update on use of Black Bin to deposit Rubbish from the Recreation Ground bins. LP emailed Bernie Talbot Chairman GAPC and he confirmed that it would be possible for the ARGC to use the black bin outside the Village Institute.

## 9. Equipment

1.1 New equipment and future planning – S106 Funding – See item 6.2 MUGA refurbishment

1.2 M.U.G.A renovation link with Primary School – See item 6.2

## 10. Pump Track Update Report: AC/PB

10.1 Clark & Kent plan update. – Letter will sent by the end of the month by AC as Clark and Kent have not responded to emails and phone calls.

## 11. Any other business

11.1 Primary School Development – Outdoor Learning Zone – Guy Underwood has invited the ARGC to attend an open meeting to see plans for the Outdoor Learning zone on Thursday April 2<sup>nd</sup> 7pm

11.2 Katie Manion previously approached the ARGC about the use of the Recreation Ground for the annual Easter Egg Hunt. The Easter Egg Hunt will be taking place on 28<sup>th</sup> March 2020. All members of the committee agreed unanimously with the use of the Recreation Ground for this community activity.

12. Date of next meeting: Monday 4<sup>th</sup> May 2020 7.00pm

Meeting Closed: 9.07pm

NB: The next meeting will be held remotely using the 'Zoom' platform due to the social distancing restrictions for the COVID-19 Corona Virus outbreak.