

## Abington Recreation Ground Committee

Meeting No. 215 held on Monday 11th March 2019 at 7.15pm, in the Abington Village Institute, High Street, Great Abington.

### Minutes

Meeting began 7.20pm

Those present at the meeting were: Louise Patten, Peter Brunning, Dennis Tiplady, Richard Allum, Richard Smith, Genevieve Dalton, Pennie Zimmern, Liz Sainsbury, David Pimblett & Alan Cooke.

1. Apologies for absence – Charlotte Adams
2. Minutes of previous meetings: 14<sup>th</sup> January 2018 agreed LS & PB
3. Matters arising – other than being considered below
4. Treasurers Report
  - 4.1 Finance Report

### ABINGTON RECREATION COMMITTEE FINANCE REPORT - March 2019

#### BALANCES

	<b>TOTAL</b>	<b>CURRENT (Treasurers a/c)</b>	<b>DEPOSIT (Instant a/c)</b>
01.03.2019 per statements	<b>£ 12,093.42</b>	£ 2,739.36	£ 9,354.06
11.03.2019 (after payments)	<b>£ 10,480.82</b>	£ 1,126.76	£ 9,354.06

#### PAYMENTS

Insurance Hiscox		£ 704.14
Fenland Leisure - Swing Parts paid		£ 43.80
Fenland Leisure - Swing parts (with credit for wrong item) paid		£ 61.80
Glasdon bin	VAT £43.24	£ 259.46
Whoopsy Daisy monthly SO Feb , March		£ 143.00
Barcham Trees paid	VAT £97.25	£ 583.50
<b>INCOME To note since last meeting</b>		<b>Nil</b>
Interest Jan + Feb 2019		£0.80

**2018-19 Financial summary to date**

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ABINGTON RECREATION GROUND COMMITTEE ACCOUNTS SUMMARY 2018-19					
		Prepared			
	Month	11		92%	
EXPENDITURE	BUDGET	EXPENDITURE YTD	VARIANCE against plan	% OF BUDGET	Notes
VAT		723.06			
GRASS CUTTING	1,120.00	1,100.00	20.00	98	
MAINTENANCE/REPLACEN	1,100.00	1,881.64	-781.64	171	To agree budget lines . Includes fencing
CAPITAL PURCHASES	1,000.00	1,539.76	-539.76	154	seats
BIN EMPTYING	2,964.00	929.50	2,034.50	31	budget was to empty all bins
TREE WORK	1,500.00	1,850.00	-350.00	123	emergency tree work
SAFETY INSPECTION	128.00	94.50	33.50	74	
INSURANCE	1,100.00	704.14	395.86	64	
AUDIT	150.00	126.50	23.50	84	planned
SUNDRIES	25.00	0.00	25.00	0	
HALL HIRE	72.00	72.00	0.00	100	
<b>TOTAL</b>	<b>9,159.00</b>	<b>9,021.10</b>	<b>137.90</b>	<b>98</b>	
<b>INCOME</b>					
	BUDGET	INCOME YTD	VARIANCE against plan	% OF BUDGET	Notes
GAPC GRANT	3937.50	3937.50	0.00	100	
LAPC GRANT	2625.00	2625.00	0.00	100	
INTEREST	3.60	4.67	1.07	130	
OTHER			0.00		
VAT Refund		734.62			
<b>TOTALS</b>	<b>6566.10</b>	<b>7301.79</b>	<b>735.69</b>	<b>111</b>	
<b>BALANCES per bank 28.2.2019</b>					
CURRENT ACCOUNT (Treasurers)		2739.36			
DEPOSIT ACCOUNT (Instant)		9,354.06			
<b>TOTAL</b>		<b>£ 12,093.42</b>			

4.2 2018 – 19 Financial Summary – Checked and agreed - signed by Richard Allum

4.3 Payments – It was agreed £2000 to be transferred between accounts

4.4 Insurance 2019-20 annual premium - £704.14 inc £50.00 admin fee or 3-year long term agreement for £671.43 inc £50 admin fee. This compares to £652.11 in 2018-19. The committee discussed the merits of insuring for 1 year compared to 3 years with HISCOX.

PZ –proposed 3 years long-term agreement £671.43, Seconded by LS.

4.5 Whoopsy Daisy Contract – Whoopsy Daisy has signed an updated contract schedule and provided a template invoice (audit point). Copy of insurance policy received. Public Liability cover is for £5m. It expires 10 April 2019.

4.6 Risk Register – LP to provide an update at the next meeting.

### 5. Children's play area

5.1 General condition

5.2 Official Signage & Notice Board – Charlotte & Alan Cooke -Discuss at next meeting

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6. Multi- sport area
  - 6.1 General Condition -Good
  - 6.2 Fencing – to be monitored to identify any areas of deterioration
  
7. Outdoor gym
  - 7.1 General condition – skier needs to be looked at to see whether lubricating the mechanism will make it move more smoothly. Action PB
  
8. Ground Condition
  - 8.1 General Condition – good. The grass has had its first cut.
  
9. Replacement of trees – Purchase and Planting – DP
 

The trees have been planted and staked. DP will monitor the watering.

Judas Tree (Cercis Siliquastrum) – Behind the football pitch

Liquid Amber Liquidambar stryaciflua– By Container – consent 294

Metasequoia glytostroboides – By river
  
10. Shrubs – update on price – Richard Smith

Richard presented the cost estimates based on his nursery visits

<b>Shrub</b>	<b>Estimated cost, £</b>
Buddleia	Zero
Philadelphus	14
Spiraea	12
Cornus – red	15
Cornus – yellow	10
Sarcococca	14
<b>Ancillaries</b>	
Compost (to improve soil) 100 litres	14
‘Blood, fish and bone (slow release fertiliser) 8kg	10
Roundup (weedkiller to prep ground)	20
Weed suppressant membrane, 20 sq metres	16
Bark, 200 litres	20
<b>Total</b>	<b>145</b>

Richard noted that five shrubs including buddleia were selected at the 14 January meeting, but he was confident of finding someone with a buddleia to give away, so he had added in a sarcococca, for its superb winter fragrance on to the list. When he visited the nurseries stocks were limited. He felt that when we come to buy there should be more choice of perhaps larger specimens, which might suit the area better, but at a higher price.

The committee agreed that before the purchase of the plants can go ahead the area for the plants needs to be cleared. – LP to coordinate

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### 11. Equipment

#### 11.1 New equipment and future planning – S106 Funding

No action at this time.

### 12. Pump Track Update AC/PB

#### 12.1 Decision on Pump Track Design –

Prior to the meeting an email was sent by PB –Chairman to all members of the committee requesting that they read the quotes from the 3 companies and then choose a company for the design of the pump track which they felt was best value for money. It was pointed out by the Treasurer that in accordance with Financial Governance on commissioning quotes that the decision should be made at this meeting. PB therefore discussed with the committee the merits of each companies quote (see 3 quotes listed below), which the committee had been emailed previously.

AC – proposed Clark & Kent £3267.50 plus VAT, PZ –Seconded. The committee were in full agreement. Financial Governance was adhered to.

Action: PB to contact Clark and Kent to confirm that we wish them to create a pump track design. PB to keep the committee informed.

#### Quotes:

Back on Track (<http://www.back-on-track.co.uk/>) said that they could provide a drawing required for planning and a separate quotation for construction.

The first step to achieve the above [Planning Permission] would be a site survey. Here, we would look at the area available, locate all the limitations that will affect the design of the track, such as trees, existing paths and the topography of the site. With this in place, we'll then start work on the design development of a track that makes the best use of the available space. Once we've settled on the best overall layout, we'll develop the plan and elevation in CAD, prepare the accompanying specification and issue it so that you can include it in your planning application.

Our price for carrying out the above work would be £1,485 +VAT, which would include all expenses related to carrying out the work.

Velosolutions UK (<https://velosolutions.com/en/>):

Design Fee: £2,100 (exclusive of VAT).

Based on approx. 120m length and knowledge of the site. Fees are to be paid within 14 days from the application for payment. They aim to create design documents required by the planning process.

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Primarily scaled plans, min/max heights, cross section, specification, construction hours etc.

Cost of track in the region of £65,000-£75,000+VAT. This will depend on material costs and especially in your case, access to the pump track site. (I think we would almost certainly need to improve access in any case.)

Clark & Kent (<https://www.clarkkentcontractors.com/>):

Pump Track to include 35-40m x 15-20m track £32675 + VAT =£39210.  
(we typically charge 5% of contract quote (£1633.75 +VAT) for a detailed plan for tender stage. Should the drawings be required for planning permission, we would charge 10% of quoted track price (£3267.50 +VAT). These would all be rendered 3d and 2d plans with scale, sizes and material detail. These are not typically produced on an OS style drawing similar to what typical building applications go on. Typically we charge the client for these services at concept and tender stage BUT we always give this money back to the project should we be awarded with the final construction of the facility.)

12.2 Funding of Costs for Pump Track Design - Committee agreed to the design quote payment of £3267.50 plus VAT to come out of Recreation Ground Committee Funds. Proposed: PZ Seconded: AC. LP to speak to GAPC to see if they can contribute also if necessary.

12.3 Risk Management of Pump Track – to be discussed at a future meeting once the build has begun.

13. Any other business – no other business

14. Date of next meeting – 13<sup>th</sup> May 2019 7.15pm.