

Abington Recreation Ground Committee

Meeting No. 217 held on Monday 8th July 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, Emma Pery, Richard Allum, David Pimblett & Richard Smith.

1. Apologies for absence Pennie Zimmern, Genevieve Dalton, Charlotte Adams, Alan Cooke, Emma Pery
2. Minutes of previous meetings: 13th May 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.

ABINGTON RECREATION GROUND COMMITTEE: FINANCE REPORT - July 2019

BALANCES

	TOTAL	CURRENT (Treasurers a/c)	DEPOSIT (Instant a/c)
30.06.2019 per statements	£ 13,818.47	£ 5,463.01	£ 8,355.46
10.07.2019 (after payments)	£ 12,743.35	£ 4,388.60	£ 8,354.75

PAYMENTS *the payment to Fenland Leisure is set to up ready for authorisation*

Fenland Leisure Outdoor Gym Repairs	VAT £143.32	£ 859.91
Whoopsy Daisy monthly SO June,July,Aug		£ 214.50
TOTAL		£ 1074.41

INCOME To note since last meeting	
Interest May and June 2019	£ 0.71
GAPC 50% annual grant	£ 2067.50
LAPC 50% annual grant	£ 1378.00
HMRC VAT rebate	£ 163.64
Total Income	£ 3609.85

Abington Recreation Ground Committee

ABINGTON RECREATION GROUND COMMITTEE ACCOUNTS SUMMARY 2019-20					
		Prepared			
	Month	3		25%	
EXPENDITURE	BUDGET	EXPENDITURE YTD	VARIANCE against plan	% OF BUDGET	Notes
VAT		165.42			
GRASS CUTTING	1,122.00	0.00	1,122.00	0	
MAINTENANCE/REPLACEMENT	1,000.00	716.59	283.41	72	Outdoor gym repairs
CAPITAL PURCHASES		0.00	0.00		
BIN EMPTYING	2,000.00	286.00	1,714.00	14	
TREE WORK	1,500.00	0.00	1,500.00	0	
SAFETY INSPECTION	100.00	110.50	-10.50	111	budget assumed 5% increase
INSURANCE	840.00	0.00	840.00	0	
AUDIT	133.00	0.00	133.00	0	
SUNDRIES	25.00	0.00	25.00	0	
HALL HIRE	72.00	24.00	48.00	33	billed for Q4
TOTAL	6,792.00	1,302.51	5,489.49	19	
INCOME					
	BUDGET	INCOME YTD	VARIANCE against plan	% OF BUDGET	Notes
GAPC GRANT	4135	2067.50	-2,067.50	50	planned
LAPC GRANT	2756	1378.00	-1,378.00	50	planned
INTEREST	5	1.04	-3.96	21	planned
OTHER	400.00				
VAT Refund		163.64			2018/19 Q3,4 refund
TOTALS	7296.00	3610.18	3,685.82	49	
BALANCES per bank 30.06.2019					
CURRENT ACCOUNT (Treasurers)		5463.01			
DEPOSIT ACCOUNT (Instant)		8,355.46			
TOTAL		£ 13,818.47			

4.2 The payments were checked and agreed. Proposer – Richard Allum, Seconded Richard Smith.

4.3 Insurance arrangements/ risk management. A representative from Came & Co Parish Council Insurance brokers will be visiting on Tuesday 23 July 2109. LAPC and ARGC are insured through them. Richard Allum and Richard Smith agreed to be present to discuss any matters of interest or concern. RA and RS will report back to the committee following the site visit.

4.4 Whoopsy Daisy Contract - Public Liability Insurance. Copies of up to date certificates received

4.5 Internal audit arrangements. The finance files are ready for audit GD will contact the the Auditor to agree dates when she returns from holiday. The auditor will need access to 2018-19 minutes and risk management /safety inspection reports. Action PB & LP

4.6 ROSPA cost: The cost of the RoSPA safety inspection was higher than planned the budget for the inspection will need to be increased using this years cost. Action GD

5. Children's play area

5.1 General condition – good. Identified missing Rocker foot rest- Kompan. PB to contact Kompan for replacement – Richard will fit it. PB to action on minor RoSPA recommendations
Proposed: Louise Patten Seconded Emma Pery

5.2 Notice Board – Charlotte & Alan Cooke : The committee following a short discussion felt that a single sided notice board would suffice rather than a double sided notice board and that the decision of where to site the board would be discussed at the next meeting.

Abington Recreation Ground Committee

The two company quotes emailed to the committee by Charlotte Adams were discussed and the merits of each Notice board were considered (see quotes below). It was decided that the quote by The Notice Board Company of £561.60 including VAT plus £10 delivery suited the requirements of the committee better and was best value for money and that the purchase should go ahead. Proposed by Louise Patten & Dennis Tiplady Seconded by Richard Allum. All those present at the meeting agreed with the purchase.

Charlotte to contact company to organise purchase and delivery. Action:
Charlotte Adams.

Quotes:

Option 1 & 2:

Company: Office Furniture Online
Quotes received for single and double sided
Shield Wood Effect Exterior noticeboard with sunken posts
Do not offer installation service
One sided or double sided available
Open – nothing to lock
12 x A4 (1050H x 1012W mm)

- post mounted
- powder coated steel backing plate for rear weatherproofing.
- supplied with galvanised and powder coated heavy duty steel posts for concreting into the ground.
- designed to occupy a given number of A4 sheets.
- When erected unit height is 2.0m across all sizes.
- Supplied as a single or double showcase and a pair of compatible posts.
- Manufactured in the UK.
- **12 month manufacturers guarantee.**

Option 1: Double Sided Notice Board: Cost £902.00 including VAT Free Delivery.
Option 2: Single Sided Notice Board: £536.00 including VAT Free Delivery

Option 3:

Company: Noticeboard Company

Lockable,

One sided

Post mounted External Notice board in aluminium Do not offer installation service

1050 x 750mm

- 30mm deep powder coated aluminium profile
- Zinc electroplated steel backboard for use with magnets
- Side hinged door with 4mm plexishock glazing
- Key lock supplied with two keys
- Supplied with a set of posts
- Optional base plate available
- 5 Year Guarantee

Cost: £561.60 including VAT plus £10 delivery

Abington Recreation Ground Committee

5.3 Risk Register PB & LP: This will be discussed at the next meeting following the visit to the Recreation Ground by the Insurance brokers Came & Co

6. Multi- sport area

6.1 General Condition- The weeds have grown up on the inside of the MUGA DP – will trim in the next week. The graffiti will be painted over by: LP

6.2 Fence panel replacement cost – Louise Patten reported that following research that the board would cost £15.00 plus installation £20.00.

It was decided that the committee would organise the replacement of the board themselves with up to £50.00 to be spent.

Purchase of board and installation up to £50.00 Proposer : Peter Brunning
Seconded Emma Perry.

6.3 Basketball Replacement Chain Net –on going. Action LP

7. Outdoor gym

7.1 General condition - good

7.2 Skier Repair - The medium level risk identified by the RoSPA inspection report has been actioned (Skier).

Kompan recommended that the Skier should be lubricated every couple of months. In order to do this it was felt that a purchase of Grease Gun and Grease was required – the committee agreed up to £50.00 for this purchaser. Proposed PB Seconded LP.

8. Ground Condition

8.1 General Condition –Good however there are quite a few thistles growing up. DP to use a rotary mower to cut them down.

8.2 The trees are looking well, thanks again to David Pimblett

9. Equipment

9.1 New equipment and future planning – S106 Funding

It was agreed that LP & Emma would meet and arrange for 3 companies to quote for the refurbishment of the MUGA.

10. Pump Track Update Report: AC/PB

Clark and Kent have yet to provide the final drawings for the pump track. Alan Cooke has contacted the company twice this week and hopes that at least a draft will be sent in the next couple of days.

Abington Recreation Ground Committee

The draft letter to the land owner Mr Hood was written by AC. It was felt the wording for letter needed to be reviewed before it is sent so that the Recreation Ground is not liable for all the damaged incurred. PB to seek advice from Bernie Talbot and possible Mark Carter.

11. Any other business

12. Date of next meeting: Tuesday 3rd September 7.15 pm

13. Meeting closed 8.45pm.