

Abington Recreation Ground Committee

Meeting No. 218 held on Tuesday 3rd September 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, Charlotte Adams, David Pimblett & Richard Smith.

1. Apologies for absence: Genevieve Dalton & Pennie Zimmern – Pinnie Zimmern sent an email to the secretary resigning from the committee.
2. Minutes of previous meetings: 8th July 2019 agreed by RA & PB
3. Matters arising – other than being considered below -none
4. Treasurers Report
 - 4.1 Finance Report – The treasurer sent the Finance Report and this was read out by Peter Brunning and discussed.
5. Treasurers Report
 - 5.1 Finance Report

ABINGTON RECREATION GROUND COMMITTEE: FINANCE REPORT - September 2019

BALANCES

	TOTAL	CURRENT (Treasurers a/c)	DEPOSIT (Instant a/c)
31.08.2019 per statements	£12,744.74	£ 4,388.60	£ 8,356.14
04.09.2019 (after payments)	£12,538.76	£ 4,182.62	£ 8,356.14

PAYMENTS *all set to up ready for authorisation*

Abington Institute room hire May meeting	£ 12.00
P Brunning reimbursement Screwfix -grease gun	£ 22.48
Whoopsy Daisy monthly SO Sept	£ 71.50
Little Abington PC reimbursement 1 place on Tree Course	£ 100.00
TOTAL	£ 205.98

INCOME To note since last meeting	
Interest July and August 2019	£ 0.68
Total Income	£ 0.68

The Finance report was discussed by the committee and agreed: Proposer: LP Seconded: RA

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SUMMARY YTD including September payments

ABINGTON RECREATION GROUND COMMITTEE ACCOUNTS SUMMARY 2019-20					
		Prepared			
	Month	6		50%	
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	500.50	1,499.50	25	budget covered all bins
TREE WORK	1,500.00	100.00	1,400.00	7	training
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	22.48	2.52	90	grease gun
HALL HIRE	72.00	36.00	36.00	50	
TOTAL	6,792.00	1,651.49	5,140.51	24	
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	1.72	-3.28	34	planned
OTHER/VAT refund	400.00	163.64	-236.36	41	VAT 2018/19 Q3,4 refund
TOTALS	7296.00	3610.86	3,685.14	49	
BALANCES per bank 31.08.2019					
CURRENT ACCOUNT (Treasurers)		4388.60			
DEPOSIT ACCOUNT (Instant)		8,356.14			
TOTAL		£ 12,744.74			

5.2 Payments

All the payments were agreed as listed. Proposer LP Seconded: RA

Additional payments were also agreed: Proposer LP Seconded EP

Timber Fencing –Reimbursement of £13.65 to Richard Smith for the purchase of timber board for the MUGA from Ridgeons

Notice Board from the Noticeboard Company: £561 including VAT for the noticeboard, which needs payment in advance before delivery. Charlotte Adams to send invoice to Treasurer.

Board to repair MUGA - Richard Smith to reimburse him for purchase of board for MUGA from Ridgeons. £13.56

We agreed a few other small purchases in principle but that will be future payments. We did not note any significant change in budget but will review fully at our meeting in early November. It is hoped that this is sufficiently early for the PCs to finalise their budgets at their November meetings

5.3 2020-21 Budget planning.

The parish councils will start budget planning for 2020-21 very soon. They will need to consider ARGC's budget plan and requested level of grant. The Committee agreed that this will be discussed and agreed at the next meeting. The Internal audit will be done when the auditor returns from holiday in September

6.0 Children's play area

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6.1 General condition – good

Fencing to be used to block gap in the corner of play area.

6.2 Repairs to Slide and Rocker – completed by PB & RS

6.3 Minor repairs to equipment following advice from RoSPA – cap replacement completed, swing chain pending & rubber matting needs to be looked at PB.

6.4 Notice Board (as previously noted in item 5.2)– Charlotte Adams – Payment is required before it is processed. The committee agreed at the previous meeting to purchase the noticeboard. PB to ask Treasurer to authorise payment. Proposer: LP Secoded: EP

6.5 Risk Register and Inspection Protocol– Requirements of Insurance Broker.

Detailed below are the notes taken from the meeting by Genevieve Dalton on behalf of the Committee:

Insurance arrangements/ risk management Report: A rep from Came & Co Parish Council Insurance brokers visited on 23 July . Richard Smith and Richard Allum – both members of the Recreation Ground Committee joined us. Here are the key points: Following the meeting Came & Co confirmed they recommended weekly inspection. It needs to be documented.

Abington Recreation Ground Committee

- This is a joint committee of Great and Little Abington Parish Councils. The recreation ground is owned by GAPC. The committee has its own terms of reference and financial management arrangements. It is accountable to the parish councils for managing the recreation ground. It is funded through grants from both parish councils.
- The cricket ground is managed by the Abington Cricket Club. The cricket club mows the grass on the recreation ground.
- General discussions. We discussed the importance of written records of regular inspections of street furniture and play equipment in case of a claim. **You agreed** to confirm recommended frequency (?weekly/fortnightly?) for inspecting play equipment including the “outdoor gym” equipment, the playing field and the MUGA and to provide **inspection protocols** if you have them
- **Contractors.** The Recreation Ground Committee has an annual contract with someone who empties the poo bins. The committee has a copy of his public liability insurance certificate. The committee also works with a local contractor on a regular, but more ad hoc, basis for strimming and other maintenance work. Contractors are engaged from time to time to carry out tree work. We agreed it was good practice for the committee to require evidence of public liability insurance whenever it engages a contractor.
- **The storage container** on the field by the MUGA is insured by ARGC. ARGC should have an up to date list of key holders for it.
- **Children’s recreation ground.** We noted there were no warning signs or any advice about supervision of children. A notice board is to be installed at one of the entrance gates. We wondered if there should be one at each entrance gate to the play area. You offered to send any standard wording for notices on recreation grounds.
- We noticed one of the litter bins was not properly secured to the fence in the children’s play area and there was a sharp edge.
- You suggested it would be prudent to have a notice warning about ball games.
- You advised erecting a notice (s) about the river. We saw one small child playing there without adult supervision
- Children can get into the river from the other side/Abington Woods. They would be under the supervision of Abington Woods.

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- The Rivercare Group manages the river. The group has separate insurance.
- If the recreation ground is a hired out ARGC needs to ensure hirers have adequate liability insurance
- Came & Co is happy to provide advice to ARGC on risk management and insurance for any events they or the parish councils plan to hold on the recreation ground/ playing fields
- It was noted that there are plans to build a bicycle pump track. You confirmed the advice already received from Came & Co to budget for an increase of insurance premium of about £200 a year.

LP : Discussed the draft Risk Assessment for the Children's Play Area, Fitness Equipment and MUGA. The committee felt that this would continue to be a work in progress until the next meeting.

6.6 Signage required for recreation grounds – Came & Co. The committee agreed to look into signs that would be useful to have on display in the new notice board.

7.0 Multi- sport area

7.1 General Condition – needs to be swept to remove loose gravel and soil.

LP suggested painting the Football goal boards green make them look better. A couple of the committee volunteered to paint the boards 'Dark Green' once the paint and 2 x brushes had been purchased. The committee agreed that up to £55.00 could be spent. Proposer: LP Seconded: Charlotte Adams. Richard Smith to purchase : Barn Paint – Dark Green & 2 Brushes. Receipt to be given directly to Treasurer.

7.2 Fence panel replacement update – RS Completed

7.3 Basketball Replacement Chain Net - LP has identified supplier approximate £15.00. Proposer; CA Seconded EP

7.4 Football Goals – Dennis Tiplady asked whether the committee would contribute to the purchase of new goals for the village football team.

7.5 Old Football Goal - Dennis offered for one of the old football goals to be left in situ, so that it could be used by members of the public. The committee felt that this would be good resource to have and kindly accepted the donation of the goal.

8.0 Outdoor gym

8.1 General condition – Peter will grease the skier this week.

CA suggested that a notice should be put in the Village Newsletter, Face Book Community Page and Abington the Primary School termly newsletter reminding users of the Outdoor Gym that only children over the age of 12 should be using the equipment.

9.0 Ground Condition

9.1 General Condition- A few thistles on the actual field have grown up a little DP recommended after it has rained and the ground is softer that they

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should be removed. The committee agreed they would assist in the removal once it has rained. Bench by shoal is disconnected from table. RS has suggested a remedial repair to see if this will work.

10.0 Equipment

10.1 New equipment and future planning – S106 Funding- LP to ask for update for when the funds will become available from GAPC.

10.2 MUGA Refurbishment – on-going

11.0 Pump Track Update Report: AC/PB

11.1 Letter to Mr Hood (Land Owner) to access land has been checked and sent

11.2 Clark & Kent plan update – nothing further to report. AC/PB chasing regularly.

12.0 Any other business - None

13.0 Date of next meeting Monday 4th November 7.15pm