OLDBURY ON SEVERN PARISH COUNCIL
PLAYING FIELDS COMMITTEE

Minutes of Committee Meeting held on 4th April 2019 immediately after the AGM,
The Pavilion, Westmarsh Lane, Oldbury-on-Severn

PRESENT

Committee Members: Charlie Keedwell, Ian Knapp (Chairperson), Mike Pheysey (Secretary), Glynn Pool, Gerald Porter, Jon Stephens (Treasurer), Cllr Keith Sullivan.

24/19 To accept Apologies for absence

Chris Fairhead, Denise Young.

25/19 To Receive Declarations of Interest in Items on the Agenda

None.

26/19 Public Forum

None.

27/19 Approval of the previous minutes

The general meeting minutes of the 10th January 2019 were duly approved by the committee and signed by the chairman. Cllr Keith Sullivan proposed, Ian Knapp seconded, all agreed.

28/19 Children's play area & equipment

The swing parts will be ordered soon. ***Action carried forward: Mike Pheysey***

The picnic bench within the play area has a broken leg, Ian Knapp volunteered to repair it. ***Action carried forward, Ian Knapp.***

The area around the old swings is getting worn/muddy. Need to have discussions with Busy Bees about improving the situation and stop it getting any worse. Also a fence could be needed along the back of this area as there are some sizable holes in the hedge.

29/19 Football Field

Nothing to report.

30/19 Grass Cutting

Complete Weed Control quote received and approved signed.

31/19 Fixed asset list

List of the parish fixed assets pertaining to the playing fields is as follows…

- Pavilion building
- 1 x Oak bench – enclosed playing area
- Skateboard ramp
- Goal posts
- Junior goal posts
- Green metal shed
- Multi use games area
- Flood lighting
- Car park dividing fence
- Fixed outside toilet
- Play equipment, installation
- Fencing and installation
- 25 x folding tables

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32/19 PFC risk reduction checklist

The secretary volunteered to go through the fixed asset list and submit report to committee before the next meeting as to the condition of the playing field items. ***Action carried forward Mike Pheysey***

33/19 Busy Bees

Add item for the next agenda covering the condition of the area around the old swings. ***Action: Mike Pheysey.***

34/19 Pavilion heating

The committee agreed that the most convenient time to replace the pavilion heating system would be during the summer holidays when Busy Bees are not running, mid-July – end-August.

To help progress the decision making Cllr Keith Sullivan proposed a small subcommittee be set up to drawn together the various choices over the proposed heating system. Seconded Jon Stephens, all agreed. Ian Knapp, Mike Pheysey, Gerald Porter and Cllr Keith Sullivan volunteered. The first meeting is to be 7:30pm on 25th April, venue to be arranged.

35/19 Financial summary

Jon Stephens said he would pull together a list of all the donations and funds received specifically for the heating system ***Action: Jon Stephens.***

Jon Stephens will put forward a draft budget for 2020/21 ready for the next committee meeting. ***Action: Jon Stephens.***

Jon Stephens proposed that the committee carry out a rent review for all playing field facilities at the end of this financial year, seconded Cllr Keith Sullivan, all agreed. The secretary was asked to make sure this item is added to the agenda at the appropriate time. ***Action Mike Pheysey***

Jon Stephens submitted a financial report, see Appendix A for a copy. The current account balance stood at £16,879.92 on 11th December 2018.

Ian Knapp reported that he ordered some heating oil and it has been delivered.

The committee received £20 from Joe Porter for 5-a-side football during December.

Denise Young reported that she had received £67.00 for Pavilion bookings.

05.02.19	Liz Nichols	Cheque No. 000071	£21.00
09.02.19	Mr. Bessant	Cash	£6.00
17.02.19	Mr. Bessant	Cash	£6.00
27.02.19	Liz Nichols	Cheque No. 000074	£28.00
17.02.19	Mr. Bessant	Cash	£6.00
			£67.00

The £18.00 of cash was replaced by Cheque No. 101373 for the same amount by the Lettings Officer.

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36/19 A.O.B.

Deckers' Air Hockey table has been left in the store room. Ian Knapp said he would have a work with Andrew Gazard about its removal. ***Action carried forward: Ian Knapp.***

Fun run committee will disposed of the barriers down by the cricket club. ***Action: Glynn Poole.***

Ian Knapp has put up the new tennis net in the MUGA.

37/19 Close of meeting

The secretary confirmed that the next meeting will be at 7:30pm on Thursday 4th July 2019. The Chairperson closed the meeting at 9.41pm.

Signed by Chairperson: _____

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Appendix A – Treasurer's Report – April 2019

Oldbury on Severn Playing Fields Committee
Summary of Accounts for OPFC April Meeting
Meeting date 04/04/19 - Accounts as of 31/03/19

Financial Summary
Current Account £18491.36
Deposit Account £32.66

Payments – Current Account
Elite Hygiene services – payments up to end of Feb
DH Electrical – Electrical safety checks
Nat Power credit
Ford Fuel Oils – heating oil

Cash
None

Outstanding
Boiler Service – report & invoice awaited

Receipts
Whist drive hall hire / heating donation £1702.73
Community Shop heating donation £400.00 (letter of thanks to be sent)

Building Society Statement
Balance @ 31/03/19 - £10254.45

Transactions
None

Authorisations
Oil, grass cutting & cleaning as required
Complete weed control quote to be reviewed

Signatures for cheques
As per above as required.

AOB

Note if anyone is instruction or receiving a bill on behalf of the PFC can they please advise the issuer to address it to Oldbury Parish Council

Reminder we are still looking for a treasurer for the playing fields.