OLDBURY ON SEVERN PARISH COUNCIL
PLAYING FIELDS COMMITTEE

Minutes of Extraordinary Meeting held on 8th August 2019 at 7.30pm,
The Pavilion, Westmarsh Lane, Oldbury-on-Severn

PRESENT

Committee Members: Ian Knapp (Chairperson), Mike Pheysey (Secretary), Gerald Porter, Jon Stephens, Cllr Keith Sullivan, Denise Young.

52/19 To accept Apologies for absence

Charlie Keedwell.

53/19 To Receive Declarations of Interest in Items on the Agenda

None.

54/19 Public Forum

None.

55/19 Pavilion heating project

As quite a lot has happened since the last PFC meeting regarding the Pavilion heating project, the chair decided to call this Extraordinary Meeting so whole committee can catch up with recent events, progress to date, and what the plan is going forward.

Cllr Keith Sullivan reported that all the materials for the heating project have now been ordered.

A quote for the insulation of the Pavilion side walls is still needed. But first a specification for the insulation needs to be drawn up. **Action Cllr Keith Sullivan and Ian Knapp.**

It was pointed out that an electrician will need to be engaged to remove the electrical sockets and then replace them once the insulation has been installed. **Action Cllr Keith Sullivan.**

The committee realised that this would be an good time to carry out any other electrical works, namely;

- install any earth bonding needed for the new heating system
- install an additional double socket in the main hall by the kitchen hatch
- install an additional double socket in the other internal corner of the main hall (ie. not the corner by the old warm air heater and not the corner nearest the cricket club)
- install an additional double socket in the "office"
- install two additional double sockets in the kitchen, on the corridor wall.

The heating contractor has allowed approximately two weeks for the work, which fits well with Busy Bees' start date of 2nd September.

There will be some remedial work needed to finish off the installation, namely;

- making good
- removal of old boiler (sell on second hand?)
- paint walls

It was suggested that a working party be organised at the next committee meeting once we know what needs doing.

Cllr Keith Sullivan has contacted three suppliers of LPG (Flogas 37p/l, Advanti 33p/l and Calor 40p/l) and asked for advice over the relative merits between a tank mounted on a concrete slab and a buried tank. The committee was informed that the first option has been selected as the buried tank option was prohibitively expensive coupled with the uncertain ground conditions of this former land-fill site. All three suppliers didn't foresee any problems with the proposed site (between the

main entrance gates and the Pavilion itself) and is in possession of a specification of the works required. He has already received some quotes for these works; £600 for the concrete slab, £900 for fencing (larch lap, concrete posts, anti-rot boards). The contractor requires four weeks' notice.

Denise Young said that she would remove all Busy Bee valuables from the Pavilion before the works commence. **Action Denise Young.**

56/19 A.O.B.

As Jon Stephens is stepping down from the committee he attended this meeting to handover the books and to submit his final report of the PFC finances – see Appendix A of these minutes.

On behalf of the committee Ian Knapp thanked Jon for all his years of service to the Playing Fields Committee, especially as treasurer.

The Pavilion electricity meter is due to be changed, currently planned to be Tuesday 13th August. Ian Knapp said that he had a portable electricity generator that could be used if the heating contractor needed it.

Ian Knapp expressed concern over the division of responsibilities between the Parish Council and the Playing Fields Committee over the implementation of the Pavilion heating project. He has asked Cllr Mathew Riddle to raise this matter at the next Parish Council meeting.

57/19 Close of meeting

The Chairperson closed the meeting at 9.01pm.

Signed by Chairperson: _____

Appendix A – Financial Report – August 2019

Oldbury on Severn Playing Fields Committee
Summary of Accounts for OPFC July Meeting
Meeting date 08/08/19 - Accounts as of 02/08/19

Financial Summary
Current Account £17978.63
Deposit Account £32.74

Payments – Current Account
Elite Hygiene services – July payment £228.00 made but not included in accounts
Complete Weed Control cheque no 375 9th cut made but not included in accounts

Cash
No cash held

Outstanding
Elite Hygiene Services they need to confirm receipt of payment
Bristol Fire - fire extinguisher service as arranged with Denise.

Receipts
None

Building Society Statement
Balance @ 02/08/19 - £10265.64

Transactions
None

AOB

Statement of accounts following J Stephens resignation.
Anyone requesting a bill on behalf of the PFC can they please advise the issuer to address it to Oldbury Parish Council

Handed back at the above meeting
Britannia savings account book
2 x Santander cheque books - next cheque 800377
1 x Santander cheque deposit box – last payment15/07/19

Bank account accessible on line through business banking JS will advise log on details to new treasurer.
N Power electrical contract details will be provided to Chris Fairhead

Please advise who I need to get incoming invoices forwarded too.

N Power SMART meter installation needs to be confirmed to provide access – paperwork in folder

I will provide a list of useful contact numbers & email addresses to the nominated person.