

**OLDBURY ON SEVERN PARISH COUNCIL**  
**PLAYING FIELDS COMMITTEE**

Minutes of Committee Meeting held on 9<sup>th</sup> January 2020 at 7.30pm,  
The Pavilion, Westmarsh Lane, Oldbury-on-Severn

**PRESENT**

**Committee Members:** Ian Knapp (Chairperson), Mike Pheysey (Secretary), Gerald Porter, and Cllr. Keith Sullivan.

**01/20 To accept Apologies for absence**

Matt Clothier, Chris Fairhead, Glynn Poole, and Denise Young.

**02/20 To Receive Declarations of Interest in Items on the Agenda**

None.

**03/20 Public Forum**

None.

**04/20 Approval of the previous minutes**

The committee minutes of the 3<sup>rd</sup> October 2019 were approved by the committee and signed by the chairman. Ian Knapp proposed, Cllr. Keith Sullivan seconded, all agreed.

**05/20 Children's play area & equipment**

The ordering of the swing parts is still outstanding. *Action carried forward Mike Pheysey*

The picnic bench within the play area has had its broken leg repaired during the October working party.

Mike Pheysey said that he would contact RoSPA to find out if the half-pipe is either an unacceptable liability or a score of 13 is acceptable for a challenging piece of play equipment.

*Action carried forward Mike Pheysey*

**06/20 Football Field**

Nothing to report.

**07/20 Grass Cutting**

Ian Knapp said that he would be seeing Kevin Ponting tomorrow and would ask for a quote for grass cutting for the 2020 season. He would also contact two other grass cutting services to obtain competitive quotes. *Action Ian Knapp*

**08/20 Fixed asset list**

Nothing to report.

**09/20 PFC risk reduction checklist**

Assessing the state of the items on the fixed asset list has not yet happened. Mike Pheysey said that he would be doing this with Chris Fairhead. Ian Knapp said that he would be happy to lend a hand.

*Action carried forward Chris Fairhead, Ian Knapp and Mike Pheysey*

### **10/20 Busy Bees**

Denise Young forwarded some comments to the secretary ahead of the meeting and they are included below.

There seems to be a mouse problem in the Pavilion with a nest in Busy Bees' printer, all the toilet rolls have been eaten and they've made a start on the blue hand towels. Ian Knapp said he would put some traps down and check that the plugs on the ends of the underground cable conduits haven't fallen out. *Action Ian Knapp*

There is some concern over the state of the railings in the loft area above the cloakroom area. Ian Knapp said that he would check on them and ensure that they are sound. *Action Ian Knapp*

The smoke detector appears to have been covered. Post meeting note: on investigation immediately after the meeting it was noticed that the smoke alarm's dust cover had not been removed, presumably after the recent heating works. The cover was removed and placed in the top drawer in the kitchen.

### **11/20 budget**

The budget was approved at the Parish Council meeting on the 7<sup>th</sup> January 2020.

### **12/20 Pavilion heating**

Ian Knapp volunteered to hang a copy of the instructions for the new boiler close to the boiler itself. *Action Ian Knapp*

Mike Pheysey volunteered to create some simple instructions for the "Hive" heating controls to be placed in a kitchen drawer for hirers of the pavilion. *Action Mike Pheysey*

### **13/20 Financial summary**

Ian Knapp passed a blue A4 loose leaf folder to Cllr. Keith Sullivan, originally from Jon Stevens, containing the financial records of the Playing field committee.

Denise Young submitted a list of recent hire details ahead of the meeting which are included below.

Hire details from August 2019 – December 2019			
30.08.19	Mrs. Inwood	Cheque no: 100364	£18.00
08.09.19	Mrs. Griffiths	Cash	£15.00
13.10.19	Charly	Cash	£15.00
02.11.19	Mrs. Burgess	Cash	£15.00
October 2019	Paul (Band)	Cash	£15.00
October 2019	Liz Nichols	Cheque no: 000113	£19.00
November 19	Liz Nichols	Cheque no: 000115	£35.00
December 19	Liz Nichols	Cheque no: 000119	£21.00
Season 2019/20	Hunt	Cash	£90.00
Total:			£243.00

### **14/20 A.O.B.**

Cllr. Keith Sullivan informed the committee that the Parish Council Communications Sub-committee will be advertising the Playing Fields facilities to try and increase the number of hires.

The heavy rain of this evening has showed that a very large puddle forms right in front of the pavilion's front door. Ian Knapp proposed that he fill in the puddle with some concrete and create a

ramp from the door to the tarmac to aid disabled access. A maximum limit of £200 would cover the costs. Seconded Mike Pheysey, all agreed.

**15/20 Close of meeting**

The secretary confirmed that the next meeting will be the AGM at 7:30pm on Thursday 2<sup>nd</sup> April 2020. The Chairperson closed the meeting at 8.45pm.

Signed by Chairperson: \_\_\_\_\_

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## Appendix A – Financial Report - 9<sup>th</sup> January 2020

### OPC Playing Fields Committee

#### Financial report to meeting of 9<sup>th</sup> January 2020

Prepared by Emma Pattullo, Clerk/RFO

#### Bank accounts & paperwork

The Britannia Building Society (reserve) account has now been closed and the balance moved to the main OPC account. The whole balance has been identified as “PFC Special Reserve” on the accounting system.

The Santander accounts have not yet been closed as I have not been able to transfer the various direct debits over yet due to not having any account paperwork to obtain account numbers and other information. I would be grateful if whoever receives the bills for these accounts could forward them to be – by email to [oldburyonsevernpc@gmail.com](mailto:oldburyonsevernpc@gmail.com) if electronic, or via Keith Sullivan if on paper.

Except for the direct debit payments (water & electricity) all PFC payments are now being made from the main OPC account.

I have still not tracked down the various invoices paid out in the first half of this financial year (since April 2019). Jon Stevens reports that they are in a folder (probably light green in colour) and were given to Ian when Jon resigned. **PLEASE can whoever has this folder pass it to Keith as soon as possible so I can start getting paperwork organised ready for financial year-end and the audit process.**

#### Payments

The following is a list of all pre-approved payments made under the Playing Fields cost centre since the last meeting (04/10/19 until 09/01/20):

<b>Code: 22</b>		<b>Utilities &amp; fuel</b>					
<u>Vchr.</u>	<u>Date</u>	<u>Minute</u>	<u>Description</u>	<u>Supplier</u>	<u>Net</u>	<u>Vat</u>	<u>Total</u>
51	29/11/2019	OPC2019-09-8.7	LPG fuel tank fill	Avanti Gas	485.17	24.26	509.43
88	07/10/2019	PFC 69/19	Electricity supply	National Power	19.05	0.95	20.00
89	01/11/2019	PFC 69/19	Water supply	Water2business	34.50	0.00	34.50
90	07/11/2019	PFC 69/19	Electricity supply	National Power	19.05	0.95	20.00
97	07/12/2019	PFC 69/19	Electricity supply	National Power	19.05	0.95	20.00
98	01/12/2019	PFC 69/19	Water supply	Water2business	34.50	0.00	34.50
106	01/01/2020	PFC 69/19	Water supply	Water2business	34.50	0.00	34.50
107	07/01/2020	PFC 69/19	Electricity supply	National Power	19.05	0.95	20.00
			<i>Subtotal for Code:</i>	<i>Utilities &amp; fuel</i>	<i>£664.87</i>	<i>£28.06</i>	<i>£692.93</i>
<b>Code: 23</b>		<b>Maintenance &amp; Cleaning</b>					
<u>Vchr.</u>	<u>Date</u>	<u>Minute</u>	<u>Description</u>	<u>Supplier</u>	<u>Net</u>	<u>Vat</u>	<u>Total</u>
53	14/11/2019	PFC 69/19	Cleaning	Elite Hygiene Services	152.00	30.40	182.40
54	14/11/2019	PFC 69/19	Cleaning	Elite Hygiene Services	194.55	38.91	233.46
55	14/11/2019	PFC 69/19	Grass cutting	Complete Weed Control	73.00	14.60	87.60
56	14/11/2019	PFC 69/19	Grass cutting	Complete Weed Control	73.00	14.60	87.60
94	06/12/2019	PFC 69/19	Cleaning	Elite Hygiene Services	190.00	38.00	228.00
103	07/01/2020	OPC2020-01-7.3.2	Pavilion maintenance	I.D. Knapp Ltd	78.04	15.61	93.65
108	09/01/2020	PFC69/19	Cleaning	Elite Hygiene Services	152.00	30.40	182.40
			<i>Subtotal for Code:</i>	<i>Maintenance &amp; Cleaning</i>	<i>£912.59</i>	<i>£182.52</i>	<i>£1,095.11</i>

Code: 25		Asset purchase PFC					
Vchr.	Date	Minute	Description	Supplier	Net	Vat	Total
39	05/11/2019	OPC2019-11-7.3.2	Pavilion LPG tank base	Front Row Fencing	624.57	124.92	749.49
48	05/11/2019	OPC2019-11-7.3.2	Pavilion LPG tank fencing	Front Row Fencing	815.15	163.03	978.18
102	07/01/2020	OPC2020-01-7.3.2	Pavilion insulation	I.D. Knapp Ltd	2,515.00	503.00	3,018.00
			<i>Subtotal for Code:</i>	<i>Asset purchase PFC</i>	<i>£3,954.72</i>	<i>£790.95</i>	<i>£4,745.67</i>
			<b>TOTALS</b>		<b>£5,532.18</b>	<b>£1,001.53</b>	<b>£6,533.71</b>

I have not been notified of any other payments due, but if there are please pass the invoices to me for payment and ensure they are listed in the meeting minutes.

#### Receipts (income)

I have not received any PFC income since the last meeting. Again, if any cash or cheques are received please pass them to me via Keith, or email me and I will come and collect them.

#### Budget monitoring

The following table shows the budgeted amounts against actual receipts/payments for the financial year to date (01/04/19 until 09/01/20). The "balance brought forward" is earmarked reserves carried over from the previous financial year – namely the heating reserve and the special reserve (donations). The "current balance" is the amount left in that element of the budget for the rest of the year (until 31/03/20).

Cost centre: Playing Fields		Balance b/f	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
21	Income from hire	£ -	£4,150.00	£3,040.97	£ -	£ -	-£ 1,109.03
22	Utilities & fuel	£ -	£ 200.00	£ -	£2,540.00	£ 1,717.99	£ 622.01
23	Maintenance & Cleaning	£ -	£ -	£ -	£4,450.00	£ 2,814.99	£ 1,635.01
24	Safety Checks	£ -	£ -	£ -	£ 530.00	£ 133.00	£ 397.00
25	Asset purchase PFC	£16,000.00	£ -	£ -	£ -	£ 11,880.08	£ 4,119.92
28	PFC special reserve	£10,254.45	£ -	£ 23.04	£ -	£ -	£ 10,277.49
	<b>TOTALS</b>		<b>£4,350.00</b>	<b>£3,064.01</b>	<b>£ 7,520.00</b>	<b>£ 16,546.06</b>	<b>£ 15,942.40</b>

Please let me know if any of the "special reserve" was intended to be used for the heating project, then I can transfer the funds to the correct codes.