OLDBURY ON SEVERN PARISH COUNCIL
PLAYING FIELDS COMMITTEE

Minutes of Committee Meeting held on 3rd October 2019 at 7.30pm,
The Pavilion, Westmarsh Lane, Oldbury-on-Severn

PRESENT

Committee Members: Chris Fairhead (Deputy Chairperson), Charlie Keedwell, Ian Knapp (Chairperson), Mike Pheysey (Secretary), Cllr Keith Sullivan, Denise Young.

58/19 To accept Apologies for absence

Matt Clothier.

59/19 To Receive Declarations of Interest in Items on the Agenda

None.

60/19 Public Forum

None.

61/19 Approval of the previous minutes

Correction to the 11th July 2019 minutes: Chris Fairhead should have been listed as present at the meeting.

The committee minutes of the 11th July 2019 and the extraordinary meeting of the 8th August 2019 were approved by the committee and signed by the chairman. Ian Knapp proposed, Cllr Keith Sullivan seconded, all agreed.

62/19 Children's play area & equipment

The ordering of the swing parts will still outstanding. ***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***

Mike Pheysey talked through the review of the RoSPA report included in the 11th July minutes as Appendix A. The only item in the high risk category is the skate half-pipe, and the report indicated that its risk score could not be lowered. 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 Mike Pheysey***

As there are a number of remedial tasks suggested by the report the committee decided to arrange a working party starting at 9:30am on Saturday 12th October 2019. ***Action all***

63/19 Football Field

The football has been mown recently and looks tidy.

64/19 Grass Cutting

It appears that the grass around the old swings is not being mowed. Ian Knapp said that he would have a word with the contractor. ***Action Ian Knapp***

65/19 Fixed asset list

Nothing to report.

66/19 PFC risk reduction checklist

Assessing the state of the items on the fixed asset list has not yet happened. Mike Pheysey suggested that this is carried out during the working party arranged in item 62/19. ***Action carried forward Chris Fairhead and Mike Pheysey***

67/19 Busy Bees

Denise Young reports that BB are pleased with the new heating system and it's working well.

68/19 Pavilion heating

The office radiator isn't working, Keith Sullivan said that he would have a word with the heating contractor. ***Action Cllr Keith Sullivan***

The first delivery of LPG for the new heating system should have been delivered on Tuesday 1st, it will now be tomorrow (Friday 4th). A maintenance contract now needs drawing up. ***Action Cllr Keith Sullivan***

The fencing around the gas tank needs finishing off. Cllr Keith Sullivan said that he would have a word with the fencing contractor. ***Action Cllr Keith Sullivan***

Phil Pearce has kindly volunteered to clear the brambles around the power pole in the Pavilion car park.

69/19 Financial summary

The parish clerk submitted a financial report to the committee, see Appendix A, and reports that she has not yet received all the PFC's financial paperwork, including recent bank statements. Ian Knapp said that he would have a word with both Emma and Jon to ensure all the paperwork is transferred. ***Action, Ian Knapp***

A budget monitoring statement to the end of Sep 2019 has been prepared, see Appendix B.

Chris Fairhead proposed that the committee accept the suggested block payments to Elite Hygiene Services, Water2business, National Power, and Complete Weed Control as detailed in the financial report, seconded by Denise Young, all agreed.

Chris Fairhead also proposed that the payments be made to Elite Hygiene Services, Complete Weed Control, and Bristol Fire as detailed in the financial report, seconded by Denise Young, all agreed.

The committee reviewed the draft budget for 2020/21 submitted by the parish clerk and suggested the following two amendments:

- Add £100 for electrical installation testing as it would be good to pull our periodic 2021 inspection forward due to the recent works
- Keep the £230 figure for boiler safety check the same

Mike Pheysey proposed the committee accept the draft budget with the above two amendments, seconded Ian Knapp, all agreed.

In the last financial prepared by Jon Stephens for the August meeting, there were two main accounts; the "Current Account" with £17,978.63, and the "Building Society Account" with £10,265.64. The committee is aware the due to the lack of local banking counter services the distinction between maintenance and capital monies has become blurred over time. Chris Fairhead said that he would clarify the situation with Jon Stephens and report back at the next meeting. ***Action Chris Fairhead.***

Denise Young reported that there were no monies received from lettings.

Cllr Keith Sullivan informed the committee that the Parish Council Communications sub-committee were looking into ways that the Playing Fields can be promoted amongst other Parish assets.

70/19 A.O.B.

Denise Young asked if the Pavilion can be registered with the post office, Mike Pheysey said he would contact the clerk. ***Action Mike Pheysey***

Denise Young asks if the Parish Council could be asked to install a dog-mess bin in Westmarsh Lane. ***Action Mike Pheysey***

Denise Young asks if the Parish Council could be asked to arrange for the Children's Play Area rubbish bin to emptied. ***Action Mike Pheysey***

Gerald Porter suggested the pedestrian gate between the Pavilion car park and the track leading down to the Cricket Club Pavilion be turned round so that it opened into the car park. A number of Cricket Club members reported to have nearly hit the gate whilst driving towards a low sun as they hadn't seen that it had been left open. The committee agreed to investigate the gate during the upcoming working party.

The Parish Council and the Cricket Club are having a site meeting with the drainage contractors over changes to the planned drainage works. Charlie Keedwell reminded the committee that the Cricket Club's nominated representative to liaise over drainage works that affect the club is Christopher Terrett. The secretary said that he would inform the parish clerk and ask for Christopher to be kept informed of any meetings. ***Action Mike Pheysey***

The tap in the outside toilet still appears not to work. ***Action Ian Knapp.***

Ian Knapp says that Andrew Gazard is happy for the PFC to dispose of the Deckers' Air Hockey table. Ian said that he would advertise it on a free-to-collect basis. ***Action Ian Knapp.***

Ian Knapp proposed that a tarmac ramp be laid up to the Pavilion door to facilitate disabled access. Seconded Mike Pheysey, all agreed. ***Action Ian Knapp***

Ian Knapp proposed that the committee investigate glazing the covered outside area of the Pavilion. He volunteered to come to the next meeting with plans, pictures and quotes. ***Action Ian Knapp***

71/19 Close of meeting

The secretary confirmed that the next meeting will be at 7:30pm on Thursday 9th January 2020. The Chairperson closed the meeting at 9.42pm.

Signed by Chairperson: _____

Appendix A – Financial Report

OPC Playing Fields Committee
Financial report to meeting of 3rd October 2019
Prepared by Emma Pattullo, Clerk/RFO

Bank reconciliation and budget monitoring
As the Clerk has not yet received all financial paperwork including recent bank statements, it has not been possible to compile a bank reconciliation statement for presentation to this meeting.
A budget monitoring statement to the end of Sep 2019 has been prepared (paper attached). Expenditure is in line with expectations for this point in the year. There are a number of annual payments which have not yet come due.
Income is lower than anticipated. A VAT recovery cheque sent to the then Treasurer in July has not yet been paid in – the Clerk will investigate what has happened to this cheque. There has not yet been any recovery from the Cricket Club for their portion of utilities. The PC have not issued a subsidy but have paid for the Pavilion heating system installation.

Block approval of regular payments
In order to facilitate payment of regular outgoings, the Clerk has advised that the following payments could be pre-approved for the remainder of the financial year, under Financial Regulations item 5.6.

Supplier	Amount	Frequency of payment	Method of payment	Total spend to end March 2020
Elite Hygiene Services – cleaning contract	£47.50 + VAT = £57 per week	Invoiced monthly	Cheque	£2,470 + VAT = £2,964
Water2business	£34.50 per month	Monthly on 1st	Direct debit	£414
National Power	£75.05 + VAT per month, reducing to £16.67 + VAT from Oct 2019	Monthly on 7th	Direct debit	£550.32
Complete Weed Control – grass cutting	£73 + VAT per cut	Ad hoc up to 12 cuts per year	Cheque	£876 + VAT = £1,051.20

Any additional payments to these suppliers will be presented to the committee for approval in the normal way. Payments made under the above resolution will be reported to future meetings.

Payments for approval
The following invoices have been received, checked and presented for approval of payment:

Accounts ref	Payee	Amount
28	Elite Hygiene Services	£ 182.40
29	Complete Weed Control	£ 87.60
30	Bristol Fire (extinguisher servicing)	£ 48.00

Draft budget for 2020-21 financial year
A draft budget has been prepared based on the previous years' budget. Budgeted income and expenditure are broadly in line with the current financial year; this means a budgeted deficit of £2,370 which it is proposed should be partly funded via a subsidy from the PC (£1,500) with the remainder to be drawn down from PFC reserves.

Appendix B – Budget Monitoring Statement

OLDBURY - ON – SEVEN PARISH COUNCIL – PLAYING FIELDS COMMITTEE
BUDGET MONITORING STATEMENT TO MEETING OF 3rd OCTOBER 2019

INCOME	Budgeted income	Total income year to date	Surplus/deficit
Parish Council Subsidy	£ 1,500.00	£ -	-£ 1,500.00
Youth Club		£ -	£ -
Busy Bee's	£ 3,400.00	£ 1,416.65	-£ 1,983.35
Occasional Hiring	£ 750.00	£ 368.00	-£ 382.00
Recovery from cricket club	£ 200.00	£ -	-£ 200.00
Reclaimed VAT	£ 800.00	£ -	-£ 800.00
Total	**£ 6,650.00**	**£ 1,784.65**	

EXPENDITURE	Budgeted expenditure	Total expenditure year to date	Surplus/deficit
Water	£ 360.00	£ 207.00	£ 153.00
Electricity	£ 840.00	£ 474.00	£ 366.00
Bristol Fire extinguisher check / certification	£ 150.00	£ -	£ 150.00
Heating- Oil	£ 1,200.00	£ -	£ 1,200.00
Gas - Calor bottles	£ 140.00	£ -	£ 140.00
Grass Cutting	£ 1,250.00	£ 788.40	£ 461.60
Ground Maintenance/ Hedging	£ 100.00	£ -	£ 100.00
Pavilion (general repairs)	£ 250.00	£ -	£ 250.00
Miscellaneous supplies-	£ 50.00	£ -	£ 50.00
Cleaning	£ 2,300.00	£ 1,018.32	£ 1,281.68
Boiler safety check	£ 180.00	£ 206.16	-£ 26.16
Calor Gas supply - safety check	£ 70.00	£ -	£ 70.00
Electrical certification		£ -	£ -
Play area Certification	£ 130.00	£ 111.60	£ 18.40
Play Equip maintenance	£ 500.00	£ -	£ 500.00
Total	**£ 7,520.00**	**£ 2,805.48**	
Planned in year operating deficit	**-£ 870.00**		

Earmarked Capital Spend
Boiler / Insulation review £1000.00
Boiler installation £10000.00
Insulation installation £5000.00
Total earmarked funds £16,000.00

Appendix C – Draft Budget 2020/21

OLDBURY - ON – SEVEN PARISH COUNCIL – PLAYING FIELDS COMMITTEE

PROPOSED DRAFT BUDGET FINANCIAL YEAR 2020-21 version 1

as presented to meeting of 3rd October 2019

INCOME	2019/20 budget	Proposed 2020/21 budget	Notes
Busy Bees	£ 3,400	£ 3,400	Assumes charges kept at 19/20 levels
Occasional Hiring	£ 750	£ 750	
Recovery from cricket club	£ 200	£ 200	
Reclaimed VAT	£ 800	£ 800	
Total		**£ 5,150**	
EXPENDITURE			**Notes**
Water	£ 360	£ 368	Increase by 2%
Electricity	£ 840	£ 600	As previous year minus approx £240 account credit
Bristol Fire extinguisher check / certification	£ 150	£ 150	
Heating- LPG	£ 1,200	£ 1,500	Unable to estimate accurately until new system embedded
Gas - Calor bottles	£ 140	£ 150	
Grass Cutting	£ 1,250	£ 1,315	Increase by 5%
Ground Maintenance/ Hedging	£ 100	£ 100	
Pavilion (general repairs)	£ 250	£ 250	
Miscellaneous supplies-	£ 50	£ 50	
Cleaning	£ 2,300	£ 2,415	Increase by 5%
Boiler safety check	£ 180	£ 230	Actual cost 2019-20 was £206
Calor Gas supply - safety check	£ 70	£ 74	Increase by 5%
Electrical certification	£ -	£ -	Due Oct 2021
Play area Certification	£ 130	£ 137	Increase by 5%
Play Equip maintenance	£ 500	£ 500	No increase to budget No spend April-Sep 2019
Total		**£ 7,520**	

Budgeted deficit		**£**	**2,370.00**
funded via			