



QUEEN CAMEL PARISH COUNCIL

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PFC
DRAFT Minutes of Meeting of the Queen Camel Parish Council Playing Field Management Committee on 3rd March 2022 at the Memorial Hall, Queen Camel at 7.30pm

Public Question Time

No members of the public were present.

Present: Chris Bennett (CB), Ian Conway (IC), Angus Davidson (AD), Marian Davis (MD), Cllr Sue Gettings (SG), Cllr Kathy Grainger (KG), Cllr Phil Jones (PJ) (Chair), Terri Plummer (TP), Stewart Willes (SW)

PF02/01 Apologies for absence

The following apologies were received: Cllr Mike Baker (MB) due to meeting clash, Rob Hinks.

PF02/02 Declarations of Interest

Chris Bennett (Playing Field Committee). Other didn't declare PFC as no perceived clash on the agenda.

PF02/03 Chairperson's Report

The Chair welcomed Members to the first meeting of the Queen Camel Playing Field Management Committee, scheduled first meeting postponed due to COVID restrictions. Reminded the committee of its purpose and the proposed process of operation and the desire for all to be actively involved.

The committee was informed that they are empowered to make decisions for the day to day running of the playing field, however the ultimate decision make is retained by the Parish Council.

Everyone was reminded that they have all been sent an email clarifying their position on the committee and tenure (if applicable) under the PFMC Terms of Reference adopted on 21/2/22.

PF02/04 To RESOLVE Member responsibilities

It was outlined that individuals could be identified to take responsibility for key areas of business. Pavilion, Playing Field and Marketing discussed later.

Administration: Members were asked to consider whether they would be suitable for performing admin task as they arise in the future.

It was RESOLVED that PJ would continue with taking minutes for this meeting.

It was RESOLVED that the PFMC Chairperson would be responsible for reviewing and reporting on Policies and Risk Assessments.

Finances:

It was **NOTED** that the Responsible Finance Officer (The Clerk) has oversight of expenditure of the PFMC PJ and KG will monitor income and expenditure and report to the Council monthly.

PF02/05 To RECEIVE PFMC Terms of Reference.

It was **NOTED** that The Terms of Reference have been adopted on 21/2/22 and available to committee members to view. They were and informed that it is to be reviewed over the next 6 months.

Action: Committee members to report any comments to the Chair by 10/3/22.

PF02/06 To RECEIVE Policies and Risk Assessments

It was **NOTED** that the Pavilion and Playing Field Risk Assessments have been adopted 21/2/22 with Risk Assessments for the Equipment Shed and for Volunteers are being written by PJ.

PF02/07 Playing Field Development Group

Fund raising continues through ASDA green token scheme and national Project competition. Also final preparations in hand for a Community Lottery application once liaison with QC school has been completed. Rob Hinks was thanked for his efforts in progressing these applications. Soup Lunch has been held raising £602.12 and a Queen Camel Parish Council Community Benefit Fund donation of £10000 has been secured. Forthcoming events include a Craft and Vintage Fair on May Bank Holiday, Village Fayre on August Bank Holiday, a car treasure hunt and a fund raising 24 hour run around the field (Midsomer Madness) on 18/6/22. Consideration needs to be given to cash float and handling cash sums raised through fundraising.

It was discussed that the name Field Development group has cause confusion. The group considers itself a fundraising group for the new Play Area and not linked to future plans for the playing field. It therefore felt it should remain a community group and not a Parish Council group.

It was RESOLVED the group will be a 'task and finish' group of the PFMC for the raising of funds for a replacement Play Area.

For 9, Against 0, Abstain 0

PF02/08 Playing Field Management (Background Paper)

Two briefing documents had been circulated (26/1/22 and 28/2/22) outlining progress of the Playing Field since 1/1/22 with the primary focus on the condition of the pavilion and PJ thanked those committee members and members of the community who have been assisting. It was explained that progress with the playing field will be managed through a Log of Actions. Details of completed actions had been circulated.

Actions to be focused on in this reporting period were discussed:

a) Pavilion:

Significant internal decoration has taken place and signs, first aid kit and fire extinguishers installed in readiness for the cricket season. The ref's room is currently a store.

Pavilion Manager-

It was RESOLVED that KG would take responsibility for the pavilion as pavilion manager to coordinate the upkeep of the pavilion

For 9, Against 0, Abstain 0

Outside decoration- Volunteers were sought to task responsibility for tidying up the outside of the pavilion. PJ agreed to continue this once the weather improves and the interior decoration is completed.

Defibrillator- The defibrillator and storage container have arrived. As per the comments of the CBF the siting of the defibrillator was discussed for sites on the pavilion or at the tennis club.

It was RESOLVED for the defibrillator to be sited on the Sports pavilion with consideration of a movement sensor light for access during darkness.

For 8, Against 1, Abstain 0.

Keys- A key inventory is being compiled and a master key set will be secured.

b) Administration:

Members were informed of the details of the utilities to the pavilion and that there was now a new mobile telephone number for the playing field (07737 477706) for reporting issues (as per Insurance requirement) or for enquiries. The phone enables a divert on calls for easier management. Signs will be required to be purchased advertising the number. TP had suggested that there should be signs should include a message encouraging respectful behaviour by field users.

SPFA An invite has been received to join Somerset Playing Field Association. This was discussed **It was RESOLVED to apply to join the SPFA and APPROVED to pay the required £15 annual subscription.**

Booking agreement- PJ to liaise with Cricket Club representatives to develop a sports club booking agreement and to devise booking form/agreement for private hirers of pitches/pavilion

c) Marketing:

It was discussed how the PFMC needs to generate income to help support it and purchase of equipment.

It was RESOLVED that PJ, SG, IC and SW will look at ways to improve advertising, awareness and facilities to generate interest in the field.

d) Playing Field:

It was discussed that the playing field is split into three areas: Field, Play Area and equipment.

Dogs- The Playing Field is under the Public Space Protection Order of SSDC and dogs mess is an increasing problem. Situation to be monitored and options to deal with it to be explored with new 'Dogs on leads' signs to be installed.

Signs- Further signs will be required to advertise a contact number for the field for issues or booking enquiries. This is a recommendation for the insurance of the play area. Signs to be considered to include a request for users of the field to be respectful to others.

Cricket Roller- The Cricket Club had asked for the PFMC to cover the costs of oil change and greasing of the roller. CB believed that the roller was property of the old PFC prior to transfer and that he had always done the 'servicing'. **It was RESOLVED that PJ would research the situation and liaise directly with the Cricket Club. CB to provide the user manual of the Roller to the Cricket Club.**

Grass Cutting- **It was RESOLVED that CB would organise the grass cutting rota using the volunteers from last year but added that if others were available to volunteer he would provide instruction on the equipment.** CB to provide document details to the PFMC of the user instructions/awareness for the use of the maintenance equipment as used by the PFC.

CB left the meeting.

Play area- AD has volunteering to undertake the grass cutting of the play area. The Risk Management Plan was discussed, and current issues identified with: decay to one of the wooden sprung discs and a loose bolt on another, the rough area at the bottom of the slide worsening and the large swing chains needing to be replaced. It is understood these chains are with CB so PJ to establish if they are going to be replaced or whether this needs actioning. PFMC Play Area monthly inspection is now due.

Conservation/Environment- It was agreed for a conservation margin (3-4metres) to be trialled along the south west hedge-line between the pavilion and the corner of the field. MD suggested a local

enthusiast, Fiona Perkins, could provide some guidance. It was agreed for PJ to liaise with Cllr Malton to develop a plan to assist the environmental commitments of the Parish Council.

PF02/09 Club Reports

Cricket- This season's fixtures have been provided to add to the pavilion calendar. Rolling of the field and preparation of the square will start very soon. This season there will be two adult sides (Saturday and Sunday) with an under 10 and under 12 teams.

Season's fees were discussed, and it was felt that the decision on fees for the coming season made at the previous PFC AGM should be honoured.

It was RESOLVED to honour the season's fees as agreed at the PFC AGM of £300 for first team and £150 for subsequent teams. Youth teams have no charge. (Total £450)

For 8, Against 0, Abstain 0

Football- There has been no football this season and it is not known if it is likely to be resurrected next season. No decision on fees made.

Tennis- Two teams have been active in the winter league and 4 teams looking to be active in the summer (1 male, 1 female and 2 mixed). The Big Tennis weekend is under discussion with a view to getting people to take part in tennis as a taster.

PF02/10 Finance Report

To RECEIVE financial set up for the PFMC-

The financial set up of the PFMC was outlined with the chair of the PFMC having authority to authorise up to £500 per month (within budget) on the upkeep of the field. There is no current budget until the new financial year, but the council have authorised £1200 for designated works on the pavilion (including defibrillator installation).

To NOTE details of budget and expenditure for PFMC –

Some spending has taken place from the £1200 but not yet cleared through the Parish Council account.

Current funds held with the Parish Council raised for the Play Area £5488.16. £10000 due from the CBF.

To RESOLVE any identified spending anticipated during this reporting period

Spending anticipated in line with the pavilion rejuvenation as detailed to the council 21/2/22

Parish Council to be asked to APPROVE £15 for subscription to Somerset Playing Fields Association

Date of next meetings


Meeting will be planned for quarterly, but bi-monthly until processes become embedded.

Meetings will usually take place on a Monday at 7.30 either in the Marples Room, Memorial Hall or in the Pavilion.

The next meetings will take place on:

- 25th April 2022. All items for the Agenda to be provided by 15th April 2022.

Minutes taken by: Phil Jones

Signed  (Chairperson)
Phil Jones

Date 25th April 2022