

BURES SPORTSGROUND COMMITTEE

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Notice of Sportsground Committee Meeting

The Press & Public are welcome to attend

Dear Member

You are hereby summoned to attend a meeting of the Bures Sports Ground Committee on Thursday 9th January 2025 in the **Committee Room**, Bures Community Centre at 7.30pm.

AGENDA

- 1. Apologies for absence**
- 2. Register of Interests and Dispensation Requests** To receive any 'Pecuniary' and 'Non-pecuniary' interests and Dispensation requests
- 3. Public Forum** 15 minutes maximum public participation. 3 minutes for individual contributions unless agreed by the Chair. The public are invited to give views and question the Committee on issues on this agenda, or raise issues for consideration of inclusion at future meetings.
- 4. Minutes** Minutes of the meeting of 14th November 2024 to be confirmed and signed as a correct record (previously circulated).
- 5. Matters arising which do not appear elsewhere on the agenda**
 - a. Status of the Bures Joint Sportsground Committee
 - b. Disabled toilet access to the Community Centre
- 6. Police and Anti-social behaviour**
 - a. New Community Policing Team
 - b. Eyes Artwork Project
- 7. Projects**
 - a. Skateboard project
 - Bevills
 - Playquip
 - b. Yellow Gate – Paving and post safety
 - c. Ball Stop Nets

8. Car Park

- a. Plug-in Suffolk EV Charging – Update
- b. Car Park - Signage In and Exit

9. Football Club Matters

- a. Parking problems
- b. Bleed kit cabinet

10. Cricket Club Matters

- a. Safeguarding Policy
- b. CCTV unit

11. Tennis Club Matters

- a. Safeguarding Policy - Update

12. Correspondence**13. Events / Bookings**

- a. BMF 2024 – 9th– 13th July 2025
Including set up and clear up – 5th – 14th July 2025
- b. Coracle Event – 9th August 2025
- c. Sudbury 2 Sea – 13th September 2025

14. Finance

- a. Finance & Budget Monitoring Report – circulated
- b. To note bank reconciliation report and verifying bank statements – circulated to be signed by Chairman and non-signatory member.
- c. NI Update
- d. Draft Budget – To approve 3-year draft budget 2025-26
- e. Recycling Income
- f. Bures Joint Sportsground Committee - Registering as an employer with HM Revenue and Customs (HMRC)

15. Audit Matters

- a. Internal Audit 2024-25
 - To note BB Business Associates Engagement Letter completed
- b. External Audit 2024-25
 - To note PKF Littlejohn instructed

16. Policies

- a. Safeguarding Policy – DSL Training

17. Sports Ground Inspections and maintenance

- a. Councillor's report – Cllr Norton
- b. To report on items raised from previous inspections.
- c. Items requiring maintenance
- d. Maintenance checks
- e. Volunteer tasks
- f. Overhanging branches on the river

18. To report on Contract works

- a. To report on works completed: grass cutting, grounds maintenance
 - To note that all new contracts agreed for 3 years and signed
 - Dog waste bins
- b. Operational Inspection reports - circulated

19. Brief information & exchange for next agenda items

Date of next meetings: 13th March 2025 to be held at Bures Community Centre, Nayland Road at 7.30pm

Future dates booked: 8th May 2025, 10th July 2025, 11th September 2025

Signed: *Georgie Turner*

Dated: *29th December 2024*