

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 May 2024 in the Garrad 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 March 2024 to be confirmed and signed as a correct record (previously circulated).
5. **Matters arising** which do not appear elsewhere on the agenda
 - a. Future of the Hobby Horse update
 - b. ASB including meeting with Suffolk and Essex Police
 - Notes
 - Police reporting cards
 - Car park gate
 - Dates list
 - The Porch Project
 - c. Cllr Taylor – Next six months
 - d. Spring Litter Pick feedback
 - e. Contribution to SALC membership
6. **Car Park**
 - a. Car park pothole repair – quotes

- b. Fencing – Proposed date to commence works
- c. Plug-in Suffolk EV Charging

7. Skateboard facility project

- a. Teams call regarding funding – outcome

8. Football Club Matters

- a. Refreshment provision

9. Cricket Club Matters

10. Tennis Club Matters

- a. LTA membership
- b. PSS maintenance
- c. Taking down of nets – tennis winders
- d. Noticeboard by sports courts

11. Correspondence

- a. Hire of football pitches - Charity football club, Colchester
- b. Pilates, Paddle & Pizza – 14th June 2024
- c. Steelbones S2C Event - 7th September 2024

12. Events / Bookings

- a. BMF 2023 Hire form – Finalised

13. 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. Insurance
- d. To agree rents for football and cricket clubs 2024/25
- e. To note VAT claim for 2023/24 submitted to HMRC
- f. To note half year precept request to BHCP & BSMPC presented

14. Audit matters

- a. To note the Internal Auditor's report 2023/24 and to follow up on any matters raised.
- b. To approve by resolution and sign the Annual Governance Statement 2023/24
- c. To consider, approve by resolution, sign, date Annual Accounting Statement 2023/24
- d. Audit items to approve:
 - Appointment of Internal Auditor and Fees for 2024/25
 - Date for Internal Audit Review Checklist 2024

Terms of Reference

Accounts available for sale for £5

Asset Register

Risk Assessments

To note Bures St Mary Parish Council 2023 Financial Regulations & Standing Orders will reference to Bures Sportsground Committee

14. Sports Ground Inspections and maintenance

- a. Councillor's report – Cllr Keeble-Fox (with Cllr Jackson),
- b. July Inspection – Cllr Fairbairn
- c. To report on items raised from previous inspections.
- d. Items requiring maintenance – Zip line platforms, picnic bench
- e. Maintenance checks
- f. Volunteer jobs

15. To report on Contract works

- a. To report on works completed: grass cutting, grounds maintenance
- b. Operational Inspection reports - circulated
- c. Items from the Annual Play Equipment Inspection – zipline service, Pikes Marsh play area gate

16. Brief information & exchange for next agenda items

Date of next meetings: 11th July 2024 to be held at Bures Community Centre, Nayland Road at 7.30pm

Future dates booked: 12th September 2024, 14th November 2024, 9th January 2025

Signed: *Georgie Turner*

Dated: *02.05.24*