

**BURES SPORTSGROUND COMMITTEE**

Georgie Turner  
Clerk Bures Sportsground Committee  
Byndes Barn  
Pebmarsh  
Essex  
CO9 2LZ  
Tel: 01787269956/07867 987 937  
Email: buresspgclerk@gmail.com

**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 13<sup>th</sup> March 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 9<sup>th</sup> January 2025 to be confirmed and signed as a correct record (previously circulated).
- 5. Matters arising which do not appear elsewhere on the agenda**
  - a. Appointment of new Clerk for the Sportsground Committee and St Mary PC  
- Bi-monthly meeting – 1<sup>st</sup> Thursday of the month – Dates updated
  - b. Annual Parish Meeting on 26.03.25
- 6. Police and Anti-social behaviour**
  - a. PSPO Update
  - b. Eyes Artwork Project
  - c. CCTV - Update
- 7. Projects**
  - a. Skateboard project – Grant update
- 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 – Note received

## **12. Correspondence**

## **13. Events / Bookings**

- a. Bures Primary School Summer Fete – 7<sup>th</sup> June 2025 – Confirm cost
- b. BMF 2024 – 9<sup>th</sup>– 13<sup>th</sup> July 2025 – To finalise rent and hire conditions  
Including set up and clear up – 5<sup>th</sup> – 14<sup>th</sup> July 2025
- c. Coracle Event – 9<sup>th</sup> August 2025
- d. Sudbury 2 Sea – 13<sup>th</sup> 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. Precept – To note the agreed precept from Bures St Mary and Hamlet PC
- e. Bures Joint Sportsground Committee - Registering as an employer with HM Revenue and Customs (HMRC) – Update
- f. Insurance – Renewal May 2025
- g. Asset Register

## **15. Audit Matters**

- a. Internal Audit 2024-25 – To be submitted on 31<sup>st</sup> March 2025
- b. External Audit 2024-25 – PKF Littlejohn update

## **16. Policies**

- a. Safeguarding Policy – New DSL and Training

## **17. Sports Ground Inspections and maintenance**

- a. Councillor's report – Cllr Jackson
- b. To report on items raised from previous inspections.
- c. Items requiring maintenance
  - Yellow Gate – Paving and post safety
  - Ball stop net
- d. Maintenance checks
- e. Spring Litter Pick – 22.03.24 at 10am
- f. Signage – Food van parking and dog waste
- g. Volunteer tasks
- h. Overhanging branches on the river

**18. To report on Contract works**

- a. To report on works completed: grass cutting, grounds maintenance
  - To discuss probationary periods of new contractors
- b. Operational Inspection reports - circulated

**19. Brief information & exchange for next agenda items**

Date of next meetings: 1<sup>st</sup> May 2025 to be held at Bures Community Centre, Nayland Road at 7.30pm

Future dates booked: 3<sup>rd</sup> July 2025, 4<sup>th</sup> September 2025, 6<sup>th</sup> November 2025

Signed: *Georgie Turner*

Dated: *7<sup>th</sup> March 2025*