

## **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 14<sup>th</sup> November 2024 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 12<sup>th</sup> September 2024 to be confirmed and signed as a correct record (previously circulated).
- 5. Matters arising which do not appear elsewhere on the agenda**
  - a. Insurance renewed on 01.10.24
  - b. Clerk's appraisal
  - c. Service Contracts
    - Gary Vaughan – Resignation
    - Robert Chambers – Proposed resignation
    - Tenders
- 6. Anti-social behaviour**
  - a. Eyes Artwork Project
  - b. Bleed Kit and Cabinet (Lockable)

**7. Projects**

- a. Skateboard project
  - Grants
  - Questionnaire – School and football club
- b. Yellow Gate – Paving and post safety
- c. Noticeboard
- d. Ball Stop Nets

**8. Car Park**

- a. Plug-in Suffolk EV Charging – Update

**9. Football Club Matters****10. Cricket Club Matters**

- a. Safeguarding Policy
- b. CCTV unit

**11. Tennis Club Matters**

- a. Safeguarding Policy

**12. Correspondence**

- a. Mr Bodi – Request for CCTV following damage in the car park

**13. Events / Bookings**

- a. BMF 2024 – 9<sup>th</sup>– 13<sup>th</sup> July 2025  
Including set up and clear up – 5<sup>th</sup> – 14<sup>th</sup> July 2025
- b. Coracle Event – 9<sup>th</sup> August 2025
- c. Sudbury 2 Sea – 13<sup>th</sup> September 2025
- e. White Gold Fish & Chip Van – Paid up to 16<sup>th</sup> November (inclusive)
- f. Brittens Bites

**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. Bank statements updated
- d. Draft Budget – To approve 3-year draft budget 2025-26

**15. Audit Matters**

- a. Internal Audit 2023-24
  - BB Business Associates Engagement Letter
  - Internal Audit Meeting

- b. External Audit 2023-24
  - Finalised

**16. Policies**

- a. Safeguarding Policy

**17. Sports Ground Inspections and maintenance**

- a. Councillor's report – Cllr Welch
- b. To report on items raised from previous inspections.
- c. Items requiring maintenance
  - Zip line platforms including step
  - Recycling area
- d. Maintenance checks
- e. Volunteer tasks
  - Pikes Marsh – Playground
- f. Overhanging Willow branch

**18. To report on Contract works**

- a. To report on works completed: grass cutting, grounds maintenance
- b. Operational Inspection reports - circulated

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

Date of next meetings: 9<sup>th</sup> January 2025 to be held at Bures Community Centre, Nayland Road at 7.30pm

Future dates booked: 13<sup>th</sup> March 2025, 8<sup>th</sup> May 2025, 10<sup>th</sup> July 2025, 11<sup>th</sup> September 2025

Signed: *Georgie Turner*

Dated: *24<sup>th</sup> October 2024*