

BURES SPORTSGROUND COMMITTEE MEETING MINUTES

Thursday 14th November 2024 at 7.30pm in the Committee Room, Bures Community Centre

Present: Cllr Jackson in the chair; Cllrs Welch, Shackell, Fairbairn, Keeble-Fox, Norton, Philip Gough (Tennis Club), Chris Crace (Cricket Club), Georgie Turner, Clerk

01.11.24 Apologies for absence - None

02.11.24 Register of Interests and Dispensation Requests 'Pecuniary' and 'Non-pecuniary' interests and Dispensation requests – None.

03.11.24 Public Forum No items raised.

04.11.24 Minutes The Minutes of the meeting of 12th September 2024 confirmed and signed as a correct record (previously circulated).

05.11.24 Matters arising which do not appear elsewhere on the agenda

a. Insurance It was noted that the insurance was renewed on 01.10.24.

b. Clerk's appraisal – Positive contributions were made to the appraisal from members. Applications for grants was identified as an area of focus for the coming year. It was agreed that CILCA would be the next training required with the possibility of starting this in September 2025.

The NALC pay settlement was noted with effect from 01.04.24, an increase of £1,290 (pro rata for part time employees) to be back-dated and paid in November.

c. Service Contracts – Contractors, Gary Vaughan and Robert Chambers have resigned with an end date of 30.11.24. Both contractors have been thanked.

d. Tenders – Interest has been received from Rhett Mills, Jack Perfect-Brown, Ian Baalham and Nigel Norton with costs being circulated in advance of the meeting. All were more costly than our current providers requiring a draft budget update. It was agreed that the grass cutting contract be awarded to Rhett Mills at £150.00 per cut (an increase of £10.00 per cut) with the suggestion of a maximum of cuts specified. The maintenance contract was awarded to Jack Perfect-Brown with bins at £36.42 per week, streaming of the river bank/boundaries etc. at £54.63 per cut and Pikes Marsh at £20.00 per cut. It was suggested these be awarded for a 3 year period (at the same cost) with a probationary period of 6 months.

e. Glen Taylor – He has resigned with immediate effect due to ongoing work commitments however will continue as the Football Club representative on the Committee. The space on the SPG Committee for a BSM councillor would be discussed at BSM meeting next week.

06.11.24 Anti-social behaviour

a. Eyes Artwork Project No updated. The locations of this previously suggested were the Cricket Club storage shed or tractor shed. The tractor shed was agreed last meeting, however the Cricket Club were open to discuss the cricket storage shed if preferred.

b. Bleed Kit and Cabinet (Lockable) The bleed kit was donated by the Daniel Baird Foundation. The Football Club will be contacted regarding permission to site this near the new defibrillator at clubhouse. A Tell and Show training event arranged for 26.11.24 has been postponed due to a double booking. The cost for a lockable cabinet to house this (the preferred

model for an open public space) will be £350.00 + VAT, rain cover £50 + VAT (and additional fixing costs). Cllr Finch has kindly donated £500 towards the cost. The BMF have also been approached to see if there are any funds left to assist with this or the BSM cabinet.

07.11.24 Projects

a. Skateboard project - It was reiterated that most grants require between 10-25% of the cost to be paid (approx. £6,000). This needs to be considered when agreeing the 2025-26 budget and funds earmarked accordingly. The space available is limited as reflected in the Playquip quote which will be recirculated. A modular circuit track suitable for other activities as well as skateboarding was presented. There was some confusion as the Committee do not own the land by the river therefore would not be eligible to apply for a grant for this. It was agreed that further investigations were required and the Chair agreed to approach Bevills. Questionnaires were completed by the children at school/football club and were positive, providing evidence of wish/need, however the members also discussed if the usage warranted the cost.

b. Yellow Gate – Paving and post safety - A quote for £750 had been received, £250 more than an earlier quote as larger area eroded requiring further work/paving stones. Having struggled to gain quotes due to a lack of interest, all agreed to proceed with this. This is included in this year's budget under projects "predicted spend" as discussed previously.

c. Noticeboard – All agreed not to proceed with this project and opted for weather-proof signage attached to the sports court fencing. Once the current noticeboard is no longer viable, it will not be replaced.

d. Ball Stop Nets This has deteriorated further. The netting is available online at a reasonable cost. Cllr Norton has the relevant paperwork/liability insurance and kindly volunteered to put up the ball stop net with a cherry picker/scissor lift that was able to fit through the gate. The costs were to be investigated and included under "projects" in the next the 2025-26 budget.

e. Trade Waste Bins in the Car Park – A resident raised that people were using the trade waste bins in the car park for household waste. The lids are often left unlocked.

8.11.24 Car Park

Plug-in Suffolk EV Charging – Cllr Jackson met with the engineer to discuss possible sites. Neither the Community Centre nor the Cricket Club power sources were considered adequate. Taking power from the pole at the corner of the car park was suggested with two spaces for charging points. These can be used for general parking when charging is not taking place, however, advised not used for parking overnight. This proposal will now go forward to Plug-In Suffolk, who will be agreeing the points across Suffolk.

9.11.24 Football Club Matters – Complaints have been received about the parking on football days. It has been very busy. The question of parking on the field next to the school/Badger fields to alleviate the pressure was raised. This could prove tricky on wet days however would be investigated further. Safeguarding and insurance documents have been received.

10.11.24 Cricket Club Matters

a. Safeguarding Policy – Circulated in advance of the meeting.

b. CCTV unit – This has been reinstated on the cricket clubhouse by Cllr Norton (thank you), however has not been working. It would appear that the extension cable for the main unit in the Community Hall has been "borrowed". This will be followed up with Cllr McCrory as soon as possible to get back up and running.

11.11.24 Tennis Club Matters

a. Safeguarding Policy – The tennis club are currently working on their safeguarding policy based on LTA guidelines and will provide a copy once completed.

12.11.24 Correspondence

1. A CCTV evidence request following damage in the car park was made by Mr Bodi. He was advised that this was installed to help with ASB on the field and did not cover the whole car park.
2. A resident has contacted the Committee about the misuse of the IN and EXIT to the car park and possible new signage. The cost of this will be investigated however it was felt that this may not solve the problem.

13.11.24 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
- d. White Gold Fish & Chip Van** – Paid up to 16th November (inclusive). Recently moved to a Saturday lunchtime without notice. The Clerk will advise that this is not possible again without prior arrangement due Saturday parking problems.
- f. Brittens Bites** - Paid up to 4th December – It was agreed that if BB cancelled at short notice due to the weather in the winter (due to concerns regarding safety pulling the horsebox), they would not be charged. It was requested this be advertised on Facebook for customers.

14.11.24 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** – To note these are now in the Clerk's name and address.
- d. Draft Budget** – To approve 3-year draft budget 2025-26. After some discussion, it was put to the vote and carried by a majority that a request for an increase of the precept of £500 would be made from BSM and BH for 2025-26. The retention buffer of £4,000 was questioned. It was reiterated that this was in line with the JPAG guidelines and feedback from the audits. The Sportsground Committee has been set up in a similar way to a parish council due to being a joint committee between BH and BSM. It was suggested that these are only guidelines and not mandatory however the Clerk has previously sought advice from SALC. To ensure everyone was comfortable, a second opinion would be sought. It was noted that this was a working document and there were still updates to be made including the increase in cost of the new service contracts now agreed. Projects for the future needed to be consider to ensure the appropriate funds were ring-fenced. Cllr Fairbairn was keen to understand the recycling revenue received and will investigate the possibility of increasing this revenue.

15.11.24 Audit Matters

a. Internal Audit 2023-24

- BB Business Associates Engagement Letter to be completed by the Clerk.

- Internal Audit Meeting - This took place on 7th October and the checklist has been updated and circulated. There are some actions to be undertaken.

b. External Audit 2024-25 - The Clerk emphasised the need for an external audit to be undertaken next year as felt this provide a safeguarding in the light of the amounts involved and still being relatively new to the role. This was agreed.

16.11.24 Policies

a. Safeguarding Policy – This was amended with the removal of paragraph 4.1 and adopted. The Clerk confirmed they were happy to be the DSL for the sportsground however would investigate if any DSL course was required.

17.11.24 Sports Ground Inspections and maintenance

a. Councillor's report – Cllr Welch – No major issues raised.

b. To report on items raised from previous inspections

- Zip line platforms including step now repaired
- Broken post at the back of bottle bank area
- Portaloo has been moved to the other side of the gate due to the smell and child safety. The accessibility toilet was raised again. Previously investigated with MTM and too costly. Cllr Shackell agreed to follow up the possibility of a radar key with the Community Centre.
- Disability swing straps – The Clerk to follow this up with Jenny Wright.

c. Items requiring maintenance

- Yellow gate paving – See above.
- Tennis stop nets – See above.
- Green gate not closing – Ongoing.

d. Maintenance checks – No major issues raised.

e. Volunteer tasks - Pikes Marsh Play Area – This received a good tidy up – Thank you to all those who involved.

f. Overhanging Willow branch – The Clerk to follow up with Adam Norton regarding this and it's proposed removal as well as the other broken branches hanging in the river.

18.11.24 To report on Contract works

a. To report on works completed: grass cutting, grounds maintenance - All completed.

b. Operational Inspection report - October 2024 circulated. November 2024 to follow.

19.11.24 Brief information & exchange for next agenda items

Cllr Norton asked if a Copper Beech could be planted following the felling of the one on Nayland Road. All felt that this was a good idea.

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

Future dates booked: 13th March 2025, 8th May 2025, 10th July 2025, 11th September 2025