

Minutes of Bures Joint Sportsground Committee Meeting held 1st May 2025 in the Committee Room, Bures Community Centre.

Present: Cllr Jackson (in the chair), Cllr Jones, Cllr Giles, Cllr Welch, Chris Grace (Cricket Club)

1/5/25 Apologies for absence

Cllr Shackell (holiday) Cllr Norton (prior commitment) Philip Gough, Glen Taylor. Members present accepted the apologies for absence.

2/5/25 To ratify the appointment of the new clerk Mr. Kevin B. Money as from 1st. April 2025

Kevin Money withdrew from the appointment prior to signing his contract with Bures St Mary Parish Council and Bures Sportsground Committee. No action to recruit a replacement as yet.

3/5/25 Register of Interests and Dispensation Requests

None received

4/5/25 Public Forum No members of the public present

5/5/25 Minutes of the meeting of 13th March 2025 were confirmed and signed as a correct record.

6/5/25 Matters arising which do not appear elsewhere on the agenda

a. Areas of responsibility Bures Community Centre and Bures Sportsground Committee – documents from 1960 showing the area of responsibility of the new Village Hall Management with plans were shared with the BCCC. Jennie McCrory will take this to the next BCCC meeting for agreement prior to a decision on any changes that may be needed.

b. The application to Perrywoods for a Copper Beech tree to replace the one felled due to disease was successful. Thanks have been sent. Publicity required at a later date. Cllr Giles offered to pick up the tree.

7/5/25 Police and Anti-social behaviour

a. **PSPO Update** – no update had been received from Rachael Young, Community Safety Manager for Babergh, re whether the PSPO has been to senior management and the nature of the support this year.

b. **Eyes Artwork Project** – no update from PC Ramdhanie

c. **CCTV** – Cllr Norton has repaired the camera and replaced it on the Cricket Club pavilion.

8/5/25 Projects

a. **Skateboard project** – The grant application to Entrust for £34,156 has been successful. Members were very pleased with the outcome. It was proposed by Cllr Jones and seconded by Cllr Giles, and carried unanimously, that the grant be accepted, the Funding Agreement be signed and the 10% contribution from Bures Sportsground Committee be paid. The project has been registered with

Entrust and the project given the number 1980. The Funding Agreement drawn up to be signed by Gill Jackson, Chair and Mike Welch, Vice-chair on behalf of Bures St Mary and Bures Hamlet Parish Councils respectively. This was signed in the meeting in front of Cllr Jones and Cllr Giles. The 10% contribution from Bures Sportsground £3,415 is to be paid as soon as invoice is received.

The grant covers the quote submitted by Playquip. Peter Sander has advised that work would commence within 30 days of the quote being accepted.

9/5/25 Car Park

The surface of the tarmac where there is a yellow-hatched box proved too rough to repaint. Kevin Baxter is now looking at lines that can be put down using a thermoplastic gas torch. The meeting agreed to the small additional cost required for the change of materials.

10/5/25 Football Club Matters

Report from Glen Taylor – Staggered start times for kick off has eased some parking issues. The Football Club has agreed to the bleed kit being situated next to or inside the defibrillator on the clubhouse wall. Football Club to be asked to confirm the date of their Fun Day.

11/5/25 Cricket Club Matters

Report from Chris Crace (present) Concern had been expressed regarding the length of the grass. It was hoped that the cut on 30th April was suitable for cricket. It was agreed that the new contractor's number be shared with the club to enable direct contact regarding the cuts needed for particular games. Mr Crace also requested permission to strim nettles on the edge of the outfield to facilitate the retrieval of balls. Cricket club power now needs to be left on in order for the CCTV camera to work.

12/5/25 Tennis Club Matters

Report from Philip Gough - Club Nights started again on Mondays at the beginning of this month and attendance has been steady. We have had two matches in the Halstead League so far and have won both of them. We try to arrange matches away early in the season because of the lack of lights but the first home match is on Wednesday 14th May. The courts are playing well - one of the net winder mechanisms is temperamental and will need to be monitored.

Ball stop netting has been ordered.

13/5/25 Correspondence

None to note

14/5/25 Events / Bookings

- a. Bures Primary School Summer Fete – 7th June 2025
- b. Football Club Fun Day 14th June?
- c. BMF 2024 – 9th– 13th July 2025

Including set up and clear up – 5th – 14th July 2025 – agreement signed by George Bruxner and Georgie Turner

- d. Coracle Event – 9th August 2025
- e. Sudbury 2 Sea – 13th September 2025

15/5/25 Finance

- a. **Finance & Budget Monitoring Reports** – 24/5 EOY and May 25 Reports agreed.
- b. **Bank reconciliation report and verifying bank statements** – signed by Chairman and Cllr Jones, non-signatory member.
- c. Bures Joint Sportsground Committee - **Registering as an employer with HM Revenue and Customs (HMRC)** –no news reported.
- d. **Insurance** – Renewal May 2025 No changes to items on the schedule although detail on cyber crime had been added. Cllr Giles proposed and Cllr Welch seconded, agreed unanimously that the premium of £571.42 be accepted. The meeting wished to know what the three-year deal entailed. If the following two years premium would be greater than £571.42 it would be helpful to know by how much. Cllr Jackson agreed to check the detail and, if the deal meant lower premiums that otherwise 3 years would be accepted.
- e. **Food vendor payments**
White Gold - very overdue with payments. If payment is not received further measures will be taken. WG to be advised that trading on 12th July is not possible due to Bures Music Festival being underway.
Brittens Bites – BB pay for two places -£20 a week. They have not been charged when, due to bad weather or holidays, they have not been to Bures. BB to be offered the choice of continuing that arrangement or paying £10 every week regardless of attendance.

16/5/25 Audit Matters

- a. **Internal Audit 2024-25** – End of year accounts and finance report circulated prior to the meeting . Meeting agreed that these be submitted to BB Associates for the Internal Audit. Papers due to go to BB Associates next week
- b. **External Audit 2024-25** – PKF Littlejohn are no longer auditing smaller councils and committees. Cllrs Jones and Giles reported that, at their recent PC training, they were told that councils with in excess of £25,000 going through the accounts per annum must have an External Audit by PKF Littlejohn. It was agreed that PKF Littlejohn be contacted and informed of the information received. It was agreed that, if an External Audit is not carried out, written response from PKF Littlejohn is needed. Chris Crace offered to contact an auditor if required.

17/5/25 Policies

- a. Safeguarding Policy – Cllr Giles agreed to take on the Designated Safeguarding Lead role. Information on the training required to be sent to Cllr Giles.

18/5/25 Sports Ground Inspections and maintenance

- a. **Councillor's report** – Cllr Jones reported a bench with a broken leg along the Old Vicarage wall, the portaloo was dirty and there was no evidence on the bottle banks of a Loder certificate. Portaloo to be reported to MTM and lack of Loder to Babergh DC.
- b. To report on items raised from previous inspections – none raised that were not covered elsewhere.
- c. **Play Inspection Company Report** – to be circulated. No issues requiring urgent attention.
- d. **Items requiring maintenance**
Ball stop net has been ordered at a cost of £128.39
- e. Maintenance checks completed.
- f. Volunteer tasks Hedge, oak benches – no progress on these items
- g. Overhanging branches on the river – unclear as to whether this has been dealt with.

19/5/25 To report on Contract works

- a. To report on works completed: grass cutting, grounds maintenance Probationary period of new contractors – June. There have been reports from members of the public that the grass is not short enough for cricket. Rhett Mills responded very quickly and cut shorter this week for the new season.
- b. Operational Inspection reports – not currently accessible.

20/5/25 Brief information & exchange for next agenda items

The dates of the meetings had been changed to work with the schedule of the new clerk. As he had not taken up the position, the dates were again under question. A change to Mondays was suggested. Subject to members not present not raising objection, it was agreed that the next meetings be Mondays 7th July, 8th Sept, 10th Nov.

The meeting closed at 8.30pm

Date of next meetings: 7th July 2025 tbc to be held at Bures Community Centre, Nayland Road at 7.30pm

Future dates tbc: 8th September 2025, 10th November 2025