

SLAUGHAM PARISH COUNCIL

RECREATION COMMITTEE MINUTES

Members are summoned to a meeting on the
Wednesday 16th February 2022 at 7.00 pm
VIRTUAL

Email clerk@slaughampc.co.uk
Website: <http://www.slaughampc.co.uk>



Present: Lesley, Julia, Lorette, Jane, Martyn, Andy, Sim

Others Present: Sally, the Clerk

- 1 **Apologies for absence:** Carol Whiteford,
- 2 **To approve the minutes of the meeting held on the 30th November 2021** Proposed Martyn, Second Lorette
- 3 **To receive declarations of interest from members in respect of any items on the agenda.** Martyn Lloyd Item 7.1.4.2 Lopez also cleans Martyn's windows
- 4 **Open Forum:** Council to consider adjournment of the meeting in accordance with Council's Standing Orders, to receive questions from members of the public in attendance in respect of items on the agenda.
If you wish to attend, please email the clerk@slaughampc.co.uk. GDPR Notice - Please note that the Council is making audio and or video recordings of this meeting. The Council's recordings are used for administrative purposes only. By participating at the meeting, by requesting access you consent to this. If you do not agree please do not join the meeting. NONE
- 5 **Handcross Sports Pavilion – Management Committee Reports:** to receive and note committee and advisory group updates – Committee to consider the RECOMMENDATIONS:
 - 5.1 **Handcross Football License Agreement** – Update on license/fees WIP Sally to coordinate a meeting with Lesley and Ken
 - 5.2 **Petanque** – Update on amended license issued WIP – Sally issued documents awaiting response. REMOVE
 - 5.3 **Barrier** – To agree tender and make recommendation to Council – Sally to go back to contractors and ensure that they are quoting for Galvanised then powder coated steel rather timber and that all quotes match the design previously shared.
 - 5.4 **CCTV** – Update on works – 2 Additional cameras on the patio to be installed awaiting a date for delivery the final two cameras APPROVED
 - 5.5 **Public Toilets** – The Committee to recommend/decide a way forward or retain what is there, to renovate or demolish – Cllr Michael Earle has taken this project forward and will advise at full council. – REMOVE
- 6 **MacNaughton Hall**
 - 6.1 **Additional Lighting** – Front and Rear – Solar lighting to be considered Committee to look at possible options
 - 6.2 **Internal Door Locking between Sports and Main Hall** – Awaiting key pad for coding or key fobs. Committee prefer key pad rather than fobs. This work will be done at the same time as 5.4
 - 6.3 **Rear Canopy** – Gary Marsh DC Grant MSDC – Sally to chase
 - 6.4 **Benches** – To order Handcross Pease Pottage – Request for bench at Slaugham on the green – Sally to reshare quotes for benches for committee to approve and include Slaugham Green
 - 6.5 **Grass/Weed Clearance Agreement** – Lucas contracted from February – Sally has received his insurance details. Lesley asked that we include Handcross. Sim will discuss with Lucas and advise.

- 6.6 **Management Committee Updates:** MacNaughton Hall Committee had their first meeting on the 1st February 2022 met on the and are reviewing various documents for further discussion (see item 7) Sally to share the minutes of that meeting with a view to setting the next date

7 General

7.1 HSE Risk Assessments – Committee to implement Risk Assessment Programme

7.1.1 MacNaughton Hall – WIP

7.1.2 Handcross – TBD We do not currently have resource in place to do this work but will adapt what is discussed for MacNaughton Hall.

7.1.3 Playgrounds - 83963 - Installation Dates – Swing repairs Handcross Lesley and Lorette to coordinate site visit retrieving swing in readiness for this date. Sally to accept

Monday 25th April 2022 0.5 days work



Installation
Guide.pdf



Operation and
Maintenance Manual

7.1.4 Slaugham PG Update – Julia felt that the village would need to provide justification for retaining the Council to retain the lease on the playground given the recent reports and history of the site - Sally to coordinate a meeting.

7.1.5 Building Maintenance Plan/s Projects

7.1.5.1 Decoration – As and when required remove from AGENDA

7.1.5.2 Ad hoc works –

- Window Cleaning – Quotes received - Lopez APPROVED - Martyn was asked by Lesley to include Handcross in the contract Sally asked if they could include a *soft brush clean* of the CCTV camera's whilst on site if possible.
- Guttering Handcross – Lorette to obtain parts and Andy to fit.
- Brackets for benches stainless steel - Lesley to talk to Beverley Fraser re bench supplier at Handcross who supplied stainless steel brackets.

7.1.5.3 AV / Sound and Projection Project – After deliberations the Committee voted unanimously for Avensys with the following adjustments made:

Remove £180 Pole Bracket

Remove £775 Maintenance Contract

Total Quote £10003.00

Martyn to confirm and update quote. Sally will draft the report for release of funding.

£500 raised at Andrews Life Celebration will go towards the new projector.

7.1.5.4 AV / Sound and Projection Cupboard alterations – Sally met with Fowlers who are quoting for the alterations in the hall and meeting room

7.1.5.5 Additional tables and chairs – SM/LR to look at options for Handcross the Tables at Handcross will be relocated to MacNaughton Hall

- 8 Members are asked to consider hire pricing in accordance with the current agreement in place for both facilities. – Committee to research figures locally. Sally advised the following that once the new equipment is installed an additional layer of pricing is required should hirers wish to use the AV equipment.

- 9 Finance Reporting procedures – Members to observe finance reporting for the Hall and Pavilion – Sally suggested the Committee look at setting up reserves to cover unexpected costs along with budgeting annually as set out in the Constitution (see below)

7. FINANCE

7.1 The financial year shall be from 1st April -31st March

7.2 Council shall provide the Committee with adequate funds to carry out its management responsibilities.

7.3 The Committee shall open an appropriate cheque account at a bank with any of the following having authority to sign cheques:

- Chairperson, Vice-Chairperson and nominated members of the Council.

7.4 The Committee shall keep a record of appropriate receipts for all maintenance carried out. The Committee shall also maintain an appropriate accounts register which will be audited annually by a person nominated by the Council's Financial or Recreation Committees. The audit shall take place in April/May each year.

10. Accounting Requirements

The Committee is responsible for its own income and expenditure, with an obligation to the Council to meet major capital spend. Surplus funds of over £2000.00 shall be paid to Council once accounts have been agreed by the Finance Committee. One week after the 31st March each year, the Committee shall submit a financial return to the Council.

As well as submitting financial returns to Council as required, the Committee shall also maintain an appropriate accounts register in a manner specified by Finance Committee. The accounts register is to be audited by the Finance Committee each year.

11. AUTHORITY OF THE COMMITTEE TO EXPEND MONIES

The authority of the Committee to expend monies on behalf of Council is restricted to –

11.1 Payment for routine and minor maintenance on the facilities entrusted to them.
and

11.2 A maximum of £100.00 per year to allow for general expenses such as bank charges, stationery, postage and promotion of the facilities.

The Committee is not authorised to expend monies on major maintenance, purchase of new equipment or for any other purpose that is not routine or minor maintenance or general expenditure as described in this clause. Office bearers who authorise expenditure outside the Committee's delegated authority will be required to make good any funds that have been expended.

If in doubt about any item of expenditure please contact the Council's Clerk before proceeding.

It has been problematic to measure regular income due to C19 and the lack of resource and promotion for the hall whilst then navigating our way through the pandemic after first opening. All expenditure for the building until recently has been financed by the Parish Council. We have now been consistently operational for the last year and have statistics that we can work with. We need to look at moving some of the financial obligations from the Council to the Hall. We can set the budget and incorporate additional financial monitoring. Sally will work with Lorette on this for 2022/23.

We can also now look at implementing a new booking / finance reporting system that the committee can use to promote locally and further a field to increase income. This will need users to be trained so that we can streamline services, include the different pricings for the main hall, meeting room, changing rooms and additional services being implemented etc

Sally will contact Paul Grosvenor from [LemonBooking | Booking system for halls & centres](#). Please take a look. I am arranging (Zoom) demo next week as technology has moved on and he is going to show me the improvements made since we last spoke and set up a free trial. The system was previously approved by the Council for both facilities.

10 Other Recreational/Advisories/WIP/

10.1 Village Green, MacNaughton Hall, Pease Pottage Maintenance Project - See Item 6.5

10.2 Fly Tipping Recreation Ground HX – Ken met with one of the management committee for the lane who agreed to speak with the residents and remove the fly tipped and stored equipment on the ground. Lorette and Dave are looking to tidy up the area further down and will contact SERCO after clean up of dumped beer cans etc.

11 Bus Stops – Update on Pease Pottage

11.1 Licence & searches WSCC Highways – Completed

11.2 Traffic Management – Completed March 8th to inc bus service redirection

11.3 Timescales – Sally produced an Update Letter and a Bus Stop Closure Notice –

APPROVED The notice will be placed on the notice boards and railing nearer the time. The residents letter Lesley to post to village page on Facebook – Lorette will ask Carol PPRa to circulate.

- 12 Knapes Garden – Update – Not yet progressed
 - 12.1 Committee to consider future improvement plan / community led plan for the site
- 13 Queens Jubilee Events – Event planned recreation ground Handcross nothing yet planned in Pease Pottage. Woodgate have not advised.
- 14 Rewilding Projects - Not yet progressed
- 15 **Matters for future discussion-**
- 16 **Date of Next Meeting - TBD**