

# HAXEY PARISH COUNCIL

## Westwoodside Playing Field Management Committee

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Minutes of a meeting of Haxey Parish Council Westwoodside Playing Field Management Committee held on **Monday 12<sup>th</sup> March, 2018 at 11.30am** in the Meeting Room of the Foreman Carter Centre, Westwoodside Playing Fields.

Present: Cllrs Booth, Cooke, Carlile, Foreman and Knowles. Richard Carter in the Chair.

1. **Apologies for absence**

Apologies from Cllr Henwood.

2. **To approve the minutes of the meetings held on 26<sup>th</sup> January, 2018.**

**Resolved** – unanimous approval of minutes.

3. **Site Issues**

- **CCTV Cameras** – Cllr Carlile and R Carter have met with the CCTV contractor for training on remote access. **Cllr Booth** to look at getting a wi-fi booster fitted. An upgrade quote was requested. **Clerk to follow up.**
- **Grant progress – flooring and painting** – the majority of the grant has been reclaimed. Skirting and carpet laying to be reclaimed which leaves approximately £130 from the grant. Clerk to ask NLC if this can be spent on a new locking system detailed below. **Clerk.**

Concerns were raised with regard to the state of the meeting room after those waiting ENA classes use. Food is being left on the floor and tables, glitter and the edging tape is being peeled back.

Clerk to contact Nichola stated that another user had complained and that the room could not be used for future use and the changing rooms are to be used. **Clerk.**
- **Gate lock – update.** Cllr Booth had engaged a locksmith and a quote has been received. Cllr Foreman has purchased a new lock which will be used until confirmation has been received from the Parish Council and NLC if funds can be used. Clerk to inform the locksmith that this will be discussed at the next meeting. **Clerk.**
- **Grass cutting 2018 – to select a contractor** – Cllr Carlile declared an interest. Neal Smith was selected from the quotes received for a 3-year contract. The SLA's were approved for the litter picking and inspection.
- **Heating timer / remote access/ LED lighting.** R Carter has acquired a quote for the heating timer and LED lighting. This will be broken down and if the timer is below £1200 the contractor will be asked to install. The Clerk stated that there was a community fund available from John Roe cars and an application for the LED lighting would be submitted. **R Carter / Clerk.**
- **Legionella** – R Carter has investigated in detail and what the duties involve which include identifying any issues, preparing a scheme, implementing and managing and keeping records.

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The Clerk has obtained contact details for the company used by NLC and R Carter has obtained details that the GP Practice use. Costs to be sought for the service and item to be discussed at the next meeting. **R Carter / Clerk.**

### 4. Finance/Calendar

- **Update on Finances** – R Carter provided the account information. Clerk to ensure all invoices have been paid to date.
- **Online banking** – Cllr Cooke has used the online banking and all working well.

### 5. Outstanding Actions

- The Committee went on to discuss the Outstanding Open Actions – changes/updates are highlighted in Red/Bold at the end of the minutes

### 6. AOB

- Container to have a spring clean. **All.**
- Key required for the kitchen window. **R Carter.**
- NLC Review of Rate Relief to be completed. This has been completed and submitted by the Clerk.
- Cllr Foreman to take a look at the zip wire which seems to have been stretched. **T Foreman.**
- Playing field signage from NLC to be followed up. **Clerk.**

7. **Date of Next Meeting.** Friday 20<sup>th</sup> April, 2018 at 10am.

### Ongoing Open Actions

- **Septic Tank** - The Contractor who emptied the septic tank last year was being contacted by the Clerk to the Parish Council to request an invoice and book a further emptying. **Cllr Knowles to chase.**
- **Safety Inspection 2017** - Cllr Foreman and Richard Carter have sourced some rubber matting and will secure on the concrete plinth under the piece of play equipment as per the latest NLC Safety Checklist. **Cllr Foreman & R Carter.**
- **Clerk** continues to sort out the requirements for opening and locking up for future events.

Check Nev 40 years.