

HAXEY PARISH COUNCIL

Westwoodside Playing Field Management Committee

Minutes of a meeting of Haxey Parish Council Westwoodside Playing Field Management Committee held on **Friday 20th April, 2018 at 10am** in the Meeting Room of the Foreman Carter Centre, Westwoodside Playing Fields.

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

1. **Apologies for absence**

All members present.

2. **To approve the minutes of the meetings held on 12th March, 2018.**

Resolved – unanimous approval of minutes.

3. **Site Issues**

- **CCTV Cameras update** – the Clerk had obtained a quote from Norton Security to upgrade the current system with 6 cameras at a cost of just under £750. Clerk to ensure that all replacement cameras pan and if the camera on the left-hand side can pan to cover the field side. If this camera is unable to pan an additional one will be required to be added to the quote. **Clerk.**
- **Gate lock update** – the Clerk had received confirmation that the remaining £130 from the NLC grant could be used on the lock and the Parish Council had previously approved £100. The total cost to install the industrial lock would be no more than £400 and it was agreed to go back to the Parish Council to ask to fund the remaining monies. **Clerk.**
- **Heating timer/remote access update** – the Nest has been installed and R Carter has remote access, Clerk to register to allow remote access. Cllr Booth asked if anyone using the centre needed to ask for the heating to be turned on or would this be automatically set. For the time being a request would be required but the regular weekly users this would be setup for the colder months. Clerk to put a further advert into the Arrow including the new remote access system. **R Carter / Clerk.**
- **Legionella update** – R Carter has tried to contact the NLC contact provided with no joy and so therefore had been in touch with the contractor that is used by the Doctors Surgery to carry out an initial assessment of the premises. A quote for an assessment was received for £295 which it was agreed to undertake. **R Carter.**
- **LED Lighting/Electricity increased charges** – the quote for the lighting upgrade is for just over £2,000 and it was agreed that this should be carried out as the cost saving would cover this long term. **R Carter.**
The MUGA/contactor quote was still outstanding. **R Carter.**
R Carter stated that he had received a letter from the gas company with regard to an increase in the charges from 1st April. It was agreed to increase the rental charges from 1st September to cover these increases. The charges will be as follows: -
 - Room hire from £10 to £10.50 per hour.

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- MUGA hire from £15 to £15.50 per hour.
- Sports field hire from £16.67 to £17 per hour.
- Parish Council rent to be agreed at the next meeting.
- ENA – due to the use of the committee room at present for free while the function room is in use there would be an increase from £7 to £10 per hour for both rooms. With regard to tidiness of the committee room – this will be monitored.
- Clerk to email the regular users to inform them of the increases and R Carter to inform the sports users. **R Carter/Clerk.**
- **MUGA surface – mud** – due to the amount of rain the water has drained away leaving a layer of sand which is slippery. R Carter has swept the area but there is some silt / sand remaining. R Carter to contact the maintenance company that cleans the area to ask about the deep cleaning option available. **R Carter.**
- **Monthly work days** – member to back fill holes on the 2nd Monday of each month starting 14/05, 11/06 and 09/07.
Members to meet up on 25/04 to access the contents of the container. R Carter stated that Haxey Tennis Club and Bowls Club would probably have some of the chairs in the container.

4. Finance/Calendar

- **Update on Finances** – R Carter provided the final account information. Clerk is currently collating the year end information to send off to the Internal Auditor.

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

- The Rate Relief from NLC has been confirmed at 100%.

7. Date of Next Meeting. Friday 18th May, 2018 at 10am.

- Items for the next meeting – Parish Council Rent.

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.
- **Clerk** to enquire with the two Co-op organisations and Tesco's for funding to carry out the painting in the centre.
- Key required for the kitchen window. **R Carter.**
- Playing field signage from NLC to be followed up. **Clerk.**
- Cllr Foreman to take a look at the zip wire which seems to have been stretched. **T Foreman.**