

# 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 **Friday 26<sup>th</sup> January, 2018 at 10.30am** in the Meeting Room of the Foreman Carter Centre, Westwoodside Playing Fields.

Present: Cllrs Booth, Condliff, Cooke, Carlile, Fiddler, 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 24<sup>th</sup> November, 2017.**

**Resolved** – unanimous approval of minutes.

3. **Site Issues**

- **CCTV Cameras** – a meeting had been arranged for 12.30pm later on in the day. **M Carlile/D Knowles/R Carter.**
- **Grant progress – flooring and painting** – the application has been submitted to NLC for £7,500 and is to be considered on 29/01 by NLC. It was suggested that further funding was required to replace the lighting in the building. This will be considered at a later date. **Clerk.**
- **Gate lock – update.** The company that was attending site today had cancelled – different solutions to be investigated and discussed at the next meeting. **R Carter.** Clerk to provide a key holder register to R Carter for completion. **Clerk.**
- **Grass cutting 2018.** Clerk to obtain a couple of quotes including the current contractor with a view to a 3-year contract. **Clerk.**
- **Container capacity.** Cllr Booth and R Carter to take a look at the size of the marque that Haxey PTA want to store in the container to see if this will fit. If it will then the marque will be moved to the container in due course. **R Carter/P Booth.**
- **Heating timer / remote access.** R Carter to look into options of the current provider and a new provider installing a timer and to purchase one and have it installed. Discuss further at the next meeting when costs have been obtained. **R Carter.**  
R Carter to also look at the implications of legionnaires, for discussion at the next meeting. **R Carter.**  
Cllr Booth to provide the use of a dehumidifier for the centre. **P Booth.**

4. **Finance/Calendar**

- **Update on Finances** – the finances are healthy and regular users are from 2 groups using the MUGA, 1 football team and ENA Dance.  
Richard Carter has written to the personal trainer with an invoice for £100 per year for the use of the field and car parking. The personal trainer has stated he does not use the field frequently and has provided a £20 donation.

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- **Online banking** – Cllr Cooke was provided the information and fob for online banking. Cllr Cooke to test that he has access to the accounts. **P Cooke.**

### 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**

- Richard Carter will carry out the play area safety check monthly and provide the data to the Clerk. **Clerk & R Carter.**
- Key required for the kitchen window. **R Carter.**
- NLC Review of Rate Relief to be completed. **Clerk.**
- ENA Dance had requested the post is dropped on a Tuesday to accommodate the classes. R Carter has attached the key to the Function Room fob. Clerk to inform ENA Dance. **Clerk.**

7. **Date of Next Meeting.** Friday 2nd March, 2018 at 9.30am.

### **Ongoing Open Actions**

- **Grant Application** – awaiting decision from NLC.
- **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.