

**ABBOTTS ANN PARISH COUNCIL**  
**Minutes of the Sportsfield Management Advisory**  
**Committee Meeting held on Monday 29<sup>th</sup> January 2018**  
**at 19:00 at the Pavilion, Bulbery, Abbots Ann**



Present: Parish Councillors T Abram, D Wells and C Teasdale

Members of the Public: None

Members of the Press: Rosemary Groves

Minutes: Tim Abram

Meeting started 19:00

AGENDA ITEM		ACTION
<b>1</b>	<p><b>Election of Chairman</b></p> <p>Councillor Dale Wells Stood for Chairman  Proposed Councillor Tim Abram Seconded Councillor Colin Teasdale All Agreed</p>	
<b>2</b>	<p><b>Appointment of Non Councillor members</b></p> <p>The Following non councillors, all existing members of the Sports Field Management Committee, wished to be appointed to the SMAC  Henry Johnson  Andrew Bulpit  Kelly Everett  David Wiggs</p> <p>Proposed Councillor Tim Abram Seconded Councillor Colin Teasdale All Agreed  All were appointed</p>	
<b>3</b>	<p><b>Apologies for Absence</b></p> <p>Andrew Bulpit</p>	
<b>4</b>	<p><b>Declarations of Interest</b></p> <p>No Declarations of interest were made</p>	
<b>5</b>	<p><b>Public Participation</b> –No members of the public wished to participate</p>	
<b>6</b>	<p><b>Recommendation for Transitional Arrangements</b></p> <p>As the year end for the Sports Field Management committee (SFMC) had been brought in line with the Parish Council financial year, it was proposed that there be a transition period to the year end and that formal responsibility for all matters would transfer at that year end, the end of March. Until year end responsibility for all outstanding bills and commitments would be undertaken by the members of the SMAC, as there are limited bookings.</p> <p>Proposed Councillor Tim Abram Seconded Councillor Colin Teasdale All Agreed</p> <p>SFMC to forward a set of Keys to Parish Clerk</p> <p><b>The existing Sports field committee requested confirmation that the field and pavilion could still be used as part of the emergency evacuation protocol for the village school. All agreed this should remain the case</b></p> <p><b>Riding for the Disabled (RDA) temporarily keep a horse box on the car park on a pro bono basis. All agreed this should remain the case</b></p>	<b>HJ</b>
<b>7</b>	<p><b>Practical Finance Arrangements and Banking and Recommendation</b></p> <p>It was proposed that during the transitional period Henry Johnson will maintain the finances of the SFMC and make up the accounts to the year end, there is an estimate of £100.00 surplus at year end. Any cash surplus will be transferred to the Parish Council by cheque at the year end.</p> <p>All receipts shall be taken by the booking officer at booking and paid in to the Parish Accounts by a councillor member of the SMAC.</p>	

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	<p>Proposed Councillor Tim Abram Seconded Councillor Colin Teasdale All Agreed</p> <p>It was noted that the SFMC has the intention to re-form with a charitable status to continue to manage the existing funds raised and raise further funds for construction of a new pavilion and improve the facilities in general.</p>	
<b>8</b>	<p><b>Recommendation of scale of charges for the use of the facilities</b></p> <p>Henry Johnson proposed a recommended scale of charges (attached as schedule A) given the current condition of the pitches and facilities and based on covering operating costs with the existing level of bookings and use. Councillor Abram also proposed that they be reviewed as the facilities are improved after formal handover.</p> <p>Proposed Councillor Tim Abram Seconded Councillor Colin Teasdale All Agreed</p> <p>Henry Johnson to format as a rate card and circulate</p> <p>A set of Keys will be available at the Village Shop for hirers to collect and to be signed out and in.</p> <p>Calendar of Booking will be maintained by Henry Johnson</p> <p>The existing pitch and grass mowing arrangements will remain in place for the foreseeable future</p> <p>Publicity will be increased to drive bookings via a Facebook Page to be set up by Councillor Abram and improved representation on the village website.</p> <p>It was proposed that contact be made with or maintained with the existing team providing assistance with the maintenance and events at the sports field in order to re-assure them their continued support was both necessary and valued. Henry Johnson will make these contacts.</p>	<p><b>HJ</b></p> <p><b>TA</b></p> <p><b>HJ</b></p>
<b>9</b>	<p><b>Urgent Maintenance requirements and recommendation</b></p> <p>There is no maintenance that requires urgent attention to make the facilities safe for use during the transition period.</p> <p>The following items need to be addressed as a matter of urgency after year end or as seasonal weather permits:</p> <p>Repair of urinal plumbing in male toilets  Repair of goalmouth pitch surfaces  Additional pitch drainage</p> <p>These will be costed during the transition period.</p> <p>Further items that would improve the facilities and allow an increase in fees are laid out in the surveys conducted by the SFMC and copies will be forwarded by AB to the committee for investigation</p> <p>The current insurance policy which expires in may will be forwarded to the committee to allow review of coverage required bearing in mind the existing council policy.</p>	<p><b>AB</b></p> <p><b>HJ</b></p>
<b>10</b>	<p><b>The Next Meeting of the Sportsfield Management Advisory Committee</b></p> <p><b>Will be held on Monday 19<sup>th</sup> February at 7:00 in the Sports field Pavilion.</b></p>	

**Meeting closed at 19:45**

**These Minutes were approved and signed by the Chairman at the meeting held on 19<sup>th</sup> February 2018**