

**NOTICE OF HEMSBY PARISH COUNCIL PLAYINGFIELD COMMITTEE  
MEETING**

You are hereby summoned to attend the Hemsby Parish Council Playingfield Committee  
Meeting at the  
Parish Office on: **Thursday 13<sup>th</sup> February 2020 at 7.00pm**  
Members of the press and public are invited to attend

*Kerrie Wilton*

Kerrie Wilton  
Locum Parish Clerk

**AGENDA**

**1. ATTENDANCE**

To note those present and consider apologies for absence. To confirm a minimum of three councillors needed to attend each meeting to be quorate. Current members are Cllrs Scott Bensly, Cllr Keith Kyriacou, Cllr Pam Richmond. The meeting to be advised additional Cllr to be appointed by Parish Council on 17<sup>th</sup> February 2020 to replace Cllr Eden.

**2. DECLARATIONS OF INTEREST AND DISPENSATIONS.**

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests Form. You must declare the interest and leave the room whilst the matter is under discussion.

You have a Personal Interest in a matter to be discussed if it affects:

- Your wellbeing or financial position.
- That of your family or close friends.
- That of a club or society in which you have a management role.

In these instances, members must declare a PERSONAL interest, but can speak and vote on the matter. Whenever you declare an interest you must say why the interest arises so that it may be included in the minutes.

**3. MINUTES OF PREVIOUS MEETING**

To review & accept the minutes of the previous meeting held on 14<sup>th</sup> October 2019 by Chairman Tony Bowgen.

**4. PUBLIC FORUM**

4.1 To receive comments from members of the public, restricted to 5 minutes per person, on matters elsewhere in the agenda. Item to last no more than 20 minutes.

**5. MAINTENANCE.**

5.1 To confirm the fire system risk assessment has been conducted & the report has been received. In response to that report the Electrician has installed new safety lighting, all equipment has been PAT tested where appropriate. The Electrical Safety check has also been undertaken, a Fire safety lighting 3 hour dry test to be arranged as well as a schematic plan of the building & fire zones drafted. The Boilers have also been serviced.

5.2 The new noticeboard has been put up with all hirers users details & who are key holders in case of emergency.

- 5.3 There is a weekly litter pick on a Monday of the whole site & reminders to groups to ask their members to be responsible in clearing up their own litter too.
- 5.4 Plumber to order new taps & install them shortly. Consider installing hot water heater for kitchen area.
- 5.5 New kitchen door has been ordered as well as repairs to the locks on the disabled toilet.
- 5.6 The guttering of the building has been cleared & entrance weeded.
- 5.7 New order of heating oil to be placed shortly for heating & hot water.
- 5.8 The disposable cups have been purchased by the Parish Council for the hirers to use.
- 5.9 The Outdoor gym has been installed & weekly inspections are being undertaken by Cllrs. It will also require an annual inspection that may be arranged through GYBC at a cost to the Parish Council.
- 5.10 Mr Baron on to advise when the car boot sales will recommence for 2020 season.
- 5.11 Community payback team to be working on site Saturday 22<sup>nd</sup> February 2020 between 10am & 3pm.
- 5.12 Discuss advertising of the facilities to attract new hirers, both one off & casual hirers
- 5.13 Gateway repairs
- 5.14 Key Safe update
- 5.15 Asset register & risk assessments
- 5.16 Grass cutter confirmed & additional grass cutting & aeration of the pitches.
- 5.17 Replacement signs advising no dogs are permitted on the site.

## **6. FINANCE.**

- 6.1 All outstanding invoices have now been paid.
- 6.2 The Finance Committee has made recommendations to Full Council that the hirers fees of both The Pavilion & The Playing Field are to stay the same for 2020/21.
- 6.3 The Finance Committee were advised that Hemsby Football Club will be donating an additional £200 before the end of this season towards the running costs as they are attracting more members & in a better financial position.
- 6.4 Discuss the Cricket Club use of the field in 2019 & the facility that remains in place.
- 6.5 Quarterly invoices to be issued shortly where appropriate.
- 6.6 Clerk to confirm the collection of the Floodlight tokens to date.

## **7. DATE AND TIME OF NEXT MEETING.**

## **8. ANY ITEMS FOR THE AGENDA.**