

HISTON & IMPINGTON RECREATION GROUND MANAGEMENT COMMITTEE

Minutes of meeting held in Parish Office
Monday, 7th November 2011, at 6.30pm

Present:

Councillors: N S Davies, M C Cleaver, E W Stonham, B S Ing, A Turnbull

User-Representatives: Mr Dudley (Tennis), Mr Franklin (Bowls), Mr Peck (Cricket)

Groundsman: Mr S C Campin

Clerk/Manager: Mrs L M Marsh

198 APOLOGIES FOR ABSENCE

11/198 Cllr D Marston, IPCllr P Nudds, Mr Bradshaw (Histon Hornets)

199 DECLARATIONS OF INTEREST

11/199 Cllr Davies declared a prejudicial interest as Histon Hornets Treasurer and a Manager and for agenda item 209 – Club Charges. Cllr Davies declared a personal interest as a member of Histon Tennis Club and also one of his children is a member of Histon Tennis Club. Cllr Davies also declared a personal interest as Treasurer / Trustee of the Friends of Histon & Impington Recreation Ground.

Cllr Ing declared a prejudicial interest as Treasurer of Histon Cricket Club and for agenda item 209 – Club Charges. Cllr Ing declared a personal interest as Trustee of the Friends of Histon & Impington Recreation Ground.

Mr Dudley declared a personal interest as Trustee of the Friends of Histon & Impington Recreation Ground and prejudicial interest for agenda item 209 – Club Charges.

Mr Franklin and Mr Peck declared prejudicial interests for agenda item 209 – Club Charges.

200 MINUTES OF MANAGEMENT MEETING 5 SEPTEMBER 2011

11/200 Minutes of the meeting 5 September 2011 accepted as a true record and signed by the Chairman.

201 MATTERS ARISING

11/201 11/186 Final payment of grant for outdoor gym now received

11/186 Not possible to re-direct light on MUGA; not viable to replace lights

11/188 HEYC – Forest School Initiative – visits commenced 3rd November

11/189 CCTV and Lighting installation almost complete, additional camera to be installed

11/190 Christmas Lights – external power supply now installed. Meeting to be arranged with contractor to obtain advice and quote for lights, *Cllr Ing declared a personal interest as contractor known to him.*

11/194 Wasps nests removed

11/196 12 New Road – trial glazing ordered, aerial installed by lighting contractor

202 CLUB MATTERS

11/202 Bowls Club. AGM taking place 7 November 2011.

Tennis Club. Following meeting, new secretary appointed; details to be advised.

Cricket Club. Donation to recreation ground to be discussed at forthcoming AGM.

Histon Hornets. Cllr Davies reported that HH were involved with football coaching at the Infants school, this was unable to take place at recreation ground due to lack of space.

Croquet Club. Meeting had taken place to discuss future playing arrangements.

203 HOMEFIELD PARK

11/203 Mail received from IPCllr Nudds and items raised covered in Cllr Turnbull's verbal report.

Richardson's have carried out agreed tree works, invoiced not yet received. Cllr Turnbull recommended that:

- further tree works be reassessed late winter / early spring, including the Holme Oak. Any trees works would commence prior to bird nesting season.
- condition of new paths be reassessed at a later stage when they have had the opportunity to settle further.
- all fencing is in a poor condition. This is to be addressed in late spring, (quotes held on file) with combination of remaining budget (2011/12) and new budget (2012/13); works to be completed in phases.

204 HEALTH & SAFETY

11/204.1 Quote received for £970.00 for additional roof boarding to allow access to all fire alarm sensors. Second quote to be obtained.

11/204.2 Report and quote received to carry out investigations on roundabout following RoSPA report regarding clearance heights. Agreed to accept quote for £200 to remove, check bearings and lower safety surface.

205 PHOTOVOLTAIC PANELS

11/205 Request received from IPC for Committee to investigate possibility of installation of panels on pavilion building. Clerk to investigate, with guidance to be provided by Cllrs Turnbull and Ing.

206 QUALIFICATION FOR USE OF REBATED FUEL

11/206 Extract from HMRC Reference Notice 75, updated September 2010, copied to all. It was agreed that given current use of the tractor it was clear that the tractor is an 'excepted' vehicle. It was noted that Committee policy was not to licence the tractor.

HMRC Reference Notice 75 extract: - 8.2 *Unlicensed vehicles not used on public roads*

A vehicle that is not used on the public road and has no licence under the Vehicle Excise and Registration Act 1994 is an excepted vehicle. If a vehicle has become untaxed since 31 January 1998 it requires a Statutory Off-Road Notification (SORN). Such vehicles will be eligible to use red diesel if a SORN declaration has been made. Unlicensed vehicles that do not require a SORN (including unregistered vehicles that have never used the public road) will continue to be able to use red diesel without a SORN declaration if kept off-road.

Unlicensed vehicles are not permitted to run on public roads under any circumstances. HMRC will take legal action if such a vehicle is found on public roads using red diesel. Other offences beyond the scope of HMRC responsibility may also be committed if such a vehicle runs on public roads, even if road fuel ('white diesel') is being used.

207 CORRESPONDENCE

11/207 Cllr Davies reported that Friends of H&IRG are organising a Village Olympic event for 6 July 2012. Mail received requesting the Committee consider contributing £500 from sport development account (originally funded by Sport England and SCDC) toward cost of event to include engaging sports coaches. To provide clarity, it was proposed Cllr Turnbull, seconded Cllr Stonham and agreed that up to £500 be paid direct from the sport development account to sports coaches engaged for this event organised by Friends of H&IRG.

208 GROUNDSMAN'S REPORT

11/208.1 Groundsman's report copied to all, appendix 1. Items covered included: winter services for machinery; ditch clearance and metal grating covering pipe had been stolen, quote for £174.00 received to replace with fabricated metal grill, plastic option to be considered; 'no dog' signs to be progressed.

11/208.2 Markers for perimeter path. Artificial grass tufts identified on 'Pitch Care' website, £79.95 +vat per box 25. As unable to supply sample, one box to be purchased (white) to ascertain whether correct solution to mark path. Noted that these may be able to be installed 'in-house'.

209 PROPOSED CHARGES FOR 2012 - 2013 INCLUDING CLUB CHARGES

11/209.1 *Prejudicial interests declared – see min 11/199. In view of no decision to be made, members remained to answer factual queries.*

Reports copied to all. Appendices 2 and 2a. Cllr Davies reported that the proposed club charges were intended to be fair and balanced against the need to increase income. Questions invited and comments noted included:

- top dressing included within individual charges for Bowls, Tennis and Cricket Clubs
- Bowls Club queried availability of community room, calendar to be kept up to date
- Histon Hornets - no increase in MUGA charge as club had not taken all times available to them. Some additional usage may be available in September at no extra charge.
- Tennis Club to start season on Wednesday, 25 April 2012
- Croquet Club – following meeting, Club had agreed that if improved playing surface required an additional cost towards top dressing would be required, decision with the club.
- Cricket Club had had an increase in matches. It was noted that the club felt the annual charge could become disproportionate to individual match charge
- Suggested that future consideration could be given to separate weekend and weekday charges
- Proposed ground and facilities charges to remain as last year

The proposed facility and club charges were noted, to be considered at the Half Yearly meeting in December.

210 ESTIMATES FOR 2012 - 2013

11/210 Report copied to all, appendix 3. The report had been prepared on the same basis as in previous years. It was noted that the fuel budget could be reduced by £1,000 following agreement that the current use of the tractor classified it as an excepted vehicle for use of red diesel, facility improvement budget to be increased by £1,000. Meetings arranged with insurance providers to obtain quotes. Suggested request £71,500 (to include £6,500 for Homefield Park, plus salary reimbursements). Discussion took place on:

- whether to budget as last year £74,000 and reduce use of reserves
- misleading to request a lower figure when expenditure has not reduced
- £74,000 is 5% reduction in real terms with regards inflation rate
- whether important to show reduction in actual figure

Proposed Cllr Ing, seconded Cllr Turnbull to request £74,000 to include £6,500 for Homefield Park, plus salary reimbursements and aim to establish some savings, 4 in favour, 1 against. It was noted that the user-representatives were supportive of the proposal.

211 FINANCE AND ADMINISTRATION

11/211.1 To confirm payment of retrospective accounts paid since 5 September 2011, proposed Cllr Ing, seconded Cllr Cleaver and agreed:

Buckingham & Stanley £20.27 + vat £4.05 = £24.32

Travis Perkins line marking paint £47.52 + vat £9.50 = £57.02

L M Dewar Cleaning Services recreation centre (August) £291.54

Munro Building Services replace immersion on 'Mega Flow' £277.60 + vat £55.52 = £333.12

Atkins Ltd repairs to car park £629.54 + vat £125.91 = £755.45

Saffron Insurance additional premium for verti-drainer, outdoor gym (material damage only), perimeter path £398.64

Administration M6 £5,023.46

Site & Maintenance Services welding to nursery swing chains £85.00 + vat £17.00 = £102.00

PHS 'Duty of Care' certificate £69.95 + vat £13.99 = £83.94
Munro Building Services annual service contract £820.00 + vat £164.00 = £984.00
Buchans Landscapes H/Park grass cutting (June - August) £120.00 + vat £24.00 = £144.00
British Gas electricity account £355.89 + vat £71.18 = £427.07
Berrycroft Stores grass seed, whiting £105.40 + vat £9.50 = £114.90
H&IRG RAC, MUGA hire – September IVC & Jnr hockey £37.50
Team Flitwick £348.30 + vat £17.42 = £365.72
Travis Perkins sand, timbercare £49.26 + vat £9.85 = £59.11
Rigby Taylor 'surrey loam' liquid iron, breaker, grass seed £1,058.20 + vat £158.84 = £1,217.04
Buckingham & Stanley £20.00 + vat £3.99 = £23.99
B M Pest Solutions removal of wasp nests £145.00 + vat £29.00 = £174.00
HPC reimburse B/card purchases – H&S items for groundsman, stamps £89.32
PRS Ltd annual licence £42.00 + vat £8.40 = £50.40
R Furlong RAC, hockey equipment £14.98 + vat £2.99 = £17.97
N Unwin H/Park, 2 x grass cuts* £20.00
Buchans Landscapes H/Park grass cutting (September) £40.00 + vat £8.00 = £48.00
Administration M7 £5,302.46
Berrycroft Stores 'rabbit off', sulphate iron £56.16 + vat £11.23 = £67.39
L M Dewar Cleaning Services recreation centre (September) £257.79
J P Gardiner Plant Hire clear ditch at bottom of ground £229.50
N Unwin grass cutting at recreation ground to 14 October £1,687.50
S Campin expenses – hire of spreader, pest control £140.00
P A Collacott & Co repair emergency light in hall £47.50 + vat £9.50 = £57.00
C S A toilet rolls £54.75 + vat £10.95 = £65.70
N Unwin H/Park additional pmt for grass cutting – undercharged on previous invoice* £30.00
Cambridge Water H/Park £14.51
N Unwin removal of ditch spoil from site £150.00
Rigby Taylor top dressing £429.80 + vat £85.96 = £515.76
Cambridge Water ground £607.45
British Gas gas account £252.51 + vat £12.61 = £265.12
TCLandscapes remedial works to sail shelter (agreed works carried out April) £1,439.18 + vat £287.84 = £1,727.02

- H&IRG RAC MUGA hire IVC & Jnr hockey – October £37.50**
 11/211.1.1 To approve payment of outstanding account, proposed Cllr Ing, seconded Cllr Cleaver and agreed once all works satisfactorily completed:
Crossover Group CCTV and car park lighting, aerial for 12 New Road £17,863.00 + vat £3,572.60 = £21,435.60 (£247.00 to be reimbursed by Parish Councils for additional office light, £435.00 donation due from Friends for external socket)
 11/211.2 Accounts paid in 24.8.11 to 1.11.11: HPC 2nd half request £20,109.50; IPC 2nd half request £16,890.50; bank interest £111.22; club receipts £5,320.00; ground takings £1,887.52; recreation centre rent £1,047.92; sports court income £1,535.49; Friends H&IRG donation £1,250.00; co-ordinator income £905.83; grants £1,152.00 (final pmt from SCDC re gym); other £166.67 – sale of 'Ransome' cricket roller
 11/211.3 Budget comparison quarter 2 copied to all, appendix 4. Cllr Davies and Clerk to produce I&E report for ca
 11/211.4 Clerks report copied to all, appendix 4. Items covered included: incidents of ASB; remedial works following annual heating services; CCTV and car park lighting works almost complete, additional camera to be installed on right hand side of pavilion towards MUGA; annual lightning protection test carried out; quote received to repair grass tennis court fencing £370.00 + vat (2 x broken angle posts), agreed to carry out these repairs.

212 PRIORITIES FOR 2012 – 2013

- 11/212 Deferred to future meeting.

213 ITEMS FOR FUTURE AGENDA

11/213 Priorities for 2012 – 2013

215 DATE OF NEXT MEETINGS

11/215 5 December 2011 at 7.30pm – Recreation Ground Committee Half Yearly Meeting

Proposed meetings for first quarter 2012. Meetings to commence at 6.30pm unless committee decides otherwise at the previous meeting (standing order no.2)

Monday, 23rd January 2012

Monday, 26th March 2012

Mr Campin, Mr Dudley, Mr Franklin and Mr Peck left the meeting.

Signed.....

Date.....

DRAFT