

## **MEETING OF THE POPLARS SPORTS GROUND COMMITTEE**

**Tuesday October 24<sup>th</sup> at 7:30pm**

**The Parish Office, Old School Building, Main Street, Burton Joyce**

### **MINUTES**

**Present:** Cllrs R Ringham (Chair) S Wells (Vice-Chair) and S Cluff

**In attendance:** J Sherrin (Clerk) and D List (Grounds & Amenities Manager)

- POP/009**      **Apologies for absence** – None received
- POP/010**      **Election of Chair** – Cllr R Ringham unanimously elected as Chair
- POP/011**      **Election of Vice-Chair** – Cllr S Wells unanimously elected as Vice Chair
- POP/012**      **Council members' declarations of interest for items on the agenda-** Cllr S Cluff declared an interest in item POP/019 as organiser of the Gala event.
- POP/013**      **Minutes of the meeting held on September 5<sup>th</sup> 2017** – approved as a true record and duly signed by the Chair
- POP/014**      **Bowls Club Pavilion**
- (i)      Report on progress regarding planning application – Bowls Club unable to have plans drawn up as originally proposed. Cllr S Cluff has photos of the site and will create drawings and specification and pass on to Clerk to submit application. Bowls Club have advised Cllr Cluff that they will cover the costs of submitting the plans.
  - (ii)      Agreement regarding staff time allocation for the project - D List to produce a paper to summarise benefits to the Parish Council of investing approximately 100 staff hours for the installation of the bowls pavilion. To be presented at November Full Council.
  - (iii)      Ownership and management of the Pavilion – Initial suggestion for BJPC to own and insure the new pavilion and for the existing contract to be reflected in the use of the new pavilion, with a new service level agreement relating to the maintenance and management of it. Detailed proposal to be discussed with Bowls Club and paper to presented to December Full Council.
- POP/015**      **Football Pitches**
- (i)      Request from BJFC to add fixed dugouts to multiple pitches – Proposal to November Full Council to recommend installation of 4 dugouts, located in Pitches 1,2,3 and 6 at the Poplars Sports Ground, funded in its entirety by Burton Joyce Football Club. Proposal to Full Council that Poplars Committee to be given delegated authority to give final design approval before installation.
  - (ii)      Football Foundation report and actions required - D List to liaise with FA contacts to resolve issue of insufficient summer football sales to fill £20k shortfall over next 3 years. Lack of a sinking fund allocation to the budget for replacement pitch in 10 years' time also required to be addressed. Cllr S Cluff to enquire if a council resolution to ring-fence

£2.5k over 10 years from 3G revenue (£25k) plus a (c.£40k) public loan taken out at the time of replacement would satisfy the FA's requirements. This would be basing the replacement cost of the pitch to be £65k not the originally suggested £100k due to the substrate that the 3G Pitch is built on. If this is considered to be an appropriate solution, proposal to go to F & GP committee for resolution.

- (iii) Annual fee charges
  - a. Grass Pitches – increase at inflation rate of 2.5% and round to nearest 10p. Replicate with block bookings.
  - b. 3G Pitch, including multi-play rates – fixed for 2 years.

**POP/016 Bonfire night arrangements** – Archery have volunteered to staff car parks. Tables to be re-arranged to speed up ticket purchasing.

**POP/017 Planned maintenance and capital expenditure**

- (i) Examination of purchase methods of verti drain aerator and ancillary tractor equipment – Option 1 – Hire @ £350 per use x 4 each year. Option 2 – Buy new @ £24k. Option 3 – Buy ex-demo machine for £15k. Possible funding from BJFC (£5k), FA (£5k) and Schools FA (£500). Cllr Cluff to discuss possible donation of £10k from BJFC with Chair and Treasurer of BJFC in exchange for price hold on pitch fees for 5 years and calculate costs for this approach. D List to look into PiP report to further assess need for the aerator. All information to be brought back to November Poplars Committee meeting.
- (ii) Rubber crumb top up following Tiger Turf test - to note the use of the marketing allocation in the 3G expenditure budget for further rubber crumb top-up. No virements needed as within same budget code.
- (iii) First Aid equipment review – discussion following recent incident on 3G pitch. Sports Clubs have access to 1<sup>st</sup> Aid kit in the Pavilion. Clubs to be asked for their feedback on provision of equipment.

**POP/018 Request for seasonal administrative support** – approximately 10 hours administrative support needed in August – October to print access cards and update spread sheets at the start of the football season. To be considered in next year's budget planning.

**POP/019 Request from Village Gala to use Pavilion Sunday 31<sup>st</sup> December** – Annual village fun run. Granted.

**POP/020 Budget Performance** – Year to date. Budgets set for NI and pension costs to be reviewed.

**POP/021 Budget Considerations for 2018/19** - See items POP/015 (ii) Sinking Fund. POP/017 - Verti-drain. POP/018 Administrative time. Rubber Crumb budget to be increased to £1,500.

**POP/022 Information update** – to consider any items not on the agenda and not requiring a decision – None.

**POP/023 Date of next meeting** – Tuesday 21<sup>st</sup> November at 7:30pm

**Meeting closed 9:50pm**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair of Poplars Sports Ground Committee