

## TRULL PARISH COUNCIL

A Meeting of the Playing Field Management Committee is to be held at 7.15pm on Thursday July 8th 2021 at the Geoff Hewett Pavilion, Church Road. TA1 1UZ

Present: Mr D Lindfield, Mrs A Hudson, Mr B Pretty, Mrs J Wooldridge, & Mr D Vestey.

In attendance: Mrs S Millard-Jones – Clerk.

The meeting was opened at 19.18

- 07/01 Apologies of Absence**  
Mr L Forgham, Mr S Walker & Ms A Waylett.
- 07/02 Declarations of interest**  
None
- 07/03 To approve the minutes from 6th May 2021**  
Minutes of the meeting held 6<sup>th</sup> May 2021 that had been previously circulated, be taken as read, agreed and an accurate record of what had taken place. These were agreed and signed by the Chair.
- 07/04 Return of hirers – updated Risk Assessment**  
The Clerk informed all, that all regular hirers had returned except for the brownies who intend on returning in September. Up until July 19<sup>th</sup> kids' parties weren't being taken due to the Covid guidelines regarding Community halls. The Risk assessment had been reviewed and updated.
- 07/05 5-year KGV update**  
The survey has been launched on the various platforms to enable accessibility for various groups. There have been 62 responses so far. It doesn't seem as though there have been many teenager responses. Mr D Vestey agreed to share this on the Scout website.
- 07/06 Alarm Siren**  
This was deferred to the September meeting.
- 07/07 Roundabout repair**  
This is still outstanding, although it is hoped to be repaired soon.
- 07/08 Bike quotes**  
Mr D Vestey shared three quotes that had been obtained to have bike racks fitted on the outside of the pavilion for users to secure their bikes to. It was felt that this would encourage users to cycle rather than drive.  
It was **resolved** to take quote B to the next Parish Council meeting and ask them to fund the bike racks at a cost of £1,228 + VAT.
- 07/09 Playground equipment maintenance and outstanding problems – football net**  
It was **resolved** that Mr D Lindfield would try some j pins on the football net to see if that may hold it in place.  
It was noted that the play equipment inspection was due sometime from week commencing August 2<sup>nd</sup>.
- 07/10 Footpath – rainbow painting and signage.**  
The Clerk had been in contact with Sarah Cresswell who was unable to help regarding ownership of the footpath. Chris Wadham (Infrastructure for SCC) has stated that SCC own some of the footpath but not all. It is believed that West of England Developments own some of the footpath. SCC are going to issue a Section 228 Notice which effectively adopts the footpath after a calendar month, if the landowner does not come forward, this will of course notify the landowner of this intention. Once this has been done, then the route can be reviewed and the necessary changes can be made. This will be delayed until SCC workers are able to return to the office. Mr D Lindfield will approach the contractor responsible for the rainbow footpath in Goodlands Gardens for the price for the paint that needs to be used for the rainbow footpath.  
It was agreed that the signage to politely remind all users to be courteous will be put in place over the next couple of weeks.  
It was **resolved** to approve a cost of £50 for the signage.
- 07/11 Window cleaning**  
The window cleaner had been contacted as the key was required for hirers to the pavilion. It was noted that should the need for cleaning of the windows arise, then he will be the first port of call.
- 07/12 To consider and approve the cost of an additional keypad £324 incl VAT**  
The scouts had asked the PFMC to consider placing a keypad at the rear storage door to ease access, and to save the scouts interrupting other hirers using the main hall, when access to the storage area was required.  
It was **resolved** that the PFMC would pay for the keypad to be installed.
- 07/13 To approve the bank reconciliation, dated 30.06.21**  
June invoices had been sent totalling £684.50. One May invoice remained unpaid for £84.00. The closing balance on the 30<sup>th</sup> June 2021 was £2,385.38.
- 07/14 To consider a new utility supplier**  
This was deferred until the September meeting.
- 07/15 Booking Secretary & Cleaner**  
This was deferred to the September meeting. The Chair would have a conversation with the Chair of the Memorial hall, to see if there may be a way of managing the bookings for both facilities.
- 07/16 Scout Storage agreement**  
Concerns had been raised regarding additional scout items encroaching the space required by hirers of the pavilion. It was agreed that all scout items would be moved into just one changing room, leaving storage in the other changing room for the pavilion use. Mr B Pretty volunteered to get rid of the old play equipment that was either damaged or no longer needed.  
The Clerk suggested that an application could be made to the Somerset Community Fund for a storage container.  
It was **resolved** that the Clerk would make an application to the SCF for £1,500 for a new container so that the scouts would be able to store their excess equipment in it. If the fund was successful, then the container would be owned by the PFMC and not the scouts. In order to apply for the SCF, the PFMC would be required to have a Safeguarding Policy. The Scout Safeguarding policy will be used and it was **resolved** to be adopted in principle ahead of the September meeting.
- 07/17 Payments and receipts to approve**

**Payments Made Since May Meeting**

|                       |                      |                |           |
|-----------------------|----------------------|----------------|-----------|
| S Millard-Jones       | Toilet rolls         | £2.99          | May 2021  |
| EDF                   | 19/02/21-07/05/21    | £303.72        |           |
| Parsons               | April 2021 inv 15456 | £582.26        |           |
|                       |                      | <b>£888.97</b> |           |
| S Millard-Jones       | Wipes& Handsoap      | £3.38          | June 2021 |
| SPFA                  | Annual Membership    | £15.00         |           |
| Parsons               | May 2021 inv 15522   | £759.62        |           |
| Sarah Thompson-Engels | Dragon materials     | £25.49         |           |
| PPL/PRS               | Music License        | £132.00        |           |
| Coomber Security      | Fire extinguisher    | £49.56         |           |
|                       |                      | <b>£985.05</b> |           |

**Payments to approve July 2021**

|                 |                     |                |           |
|-----------------|---------------------|----------------|-----------|
| S Millard-Jones | Toilet roll         | £2.59          | July 2021 |
| Parsons         | Inv 15578           | £709.44        |           |
| EDF             | Inv 3032 May - June | £108.22        |           |
|                 |                     | <b>£820.25</b> |           |

**Receipts since May Meeting**

|                        |              |                 |           |
|------------------------|--------------|-----------------|-----------|
| Hires                  |              | £320.00         | May 2021  |
| Hires                  |              | £259.00         | June 2021 |
| FIT Payment            |              | £734.22         |           |
| Parish Council Funding |              | £3,000          |           |
|                        | <b>TOTAL</b> | <b>£3993.22</b> |           |

It was **resolved** to approve the list of payments and receipts.

**07/18 To approve a move to Unity bank in order to improve online banking security at a cost of £6 per month.**

The Clerk explained that the Financial regs adopted by the PC and PFMC state that 2 signatories are required to approve all payments. The Santander account is unable to facilitate this. The move to a bank that can be dually approved will improve security and enable online payments to be made, meaning a saving on stamps, envelopes and time.

**07/19 Items for the next meeting.**

- Alarm Siren
- Rainbow on the footpath
- Utility Supplier
- Booking Secretary and cleaner

Next Meeting will be Thursday 2<sup>nd</sup> September at 7.15pm

There being no further business, the meeting was closed at 21.18

Chair Signature..... Date.....