

Wortham & Burgate Parish Council

Minutes of Wortham & Burgate Parish Council Playing Field Committee meeting, held in Wortham Pavilion on Wednesday 24th May 2023 at 6:00pm.

Councillors present: Carl Baker, Jenny Piper, Nick Castle, and Jacky Bradley
In attendance: Jane Challis (Clerk)

1. **To appoint a Chair of the Playing Field Committee 2023/24**– Cllr Bradley proposed Cllr Baker be appointed Chair of the Playing Field Committee, seconded by Cllr Piper, and approved unanimously, with one abstention (Cllr Baker).
2. **Chair's welcome and to consider accepting apologies for absence** - None received.
3. **To record declarations of interest from members in any item to be discussed** – None.
4. **To consider any dispensations from members in any item to be discussed** – None.
5. **Adjourn the meeting to allow public participation** – 6:03pm - no participation.
6. **Re-convene the meeting** - 6.04pm
7. **To receive the Clerk's report and any outstanding items/actions**
 - A walking group have booked use of the car park and facilities on 12th October 2023 at approximately 10am, and upon their return at 12:30/1pm.
 - As per item 4.8 of the Playing Field Committee Terms of Reference, an annual risk assessment of the pavilion needs to be conducted. Cllr Baker and Cllr Castle agreed to undertake this.
 - Bicycles left in the pavilion kitchen: WLTC have advised that they do not know who the bikes belong to, however they have now been moved.

ACTION – Cllr Baker and Cllr Castle to conduct risk assessment as above

8. **To consider, discuss and agree to the Grass Cutting contract for the 2023 season**

The Clerk approached 4 contractors to provide a quotation. After discussing, Cllr Baker proposed proceeding with Safe & Sound who currently also carry out the mole control for the council. Seconded by Cllr Piper and approved unanimously.

ACTION – Clerk to instruct Safe & Sound to proceed, and request the first cut be carried out as soon as possible.
9. **To consider, discuss and agree to maintenance works to the football pitch**

Still waiting for Suffolk FA to carry out an assessment of the pitch. Cllr Baker said the goals are in a poor state of repair and really need to be replaced. It was agreed for Cllr Baker to investigate new ones, including goals with wheels to allow them to be rotated more easily.

ACTION – Cllr Baker to present quotations for new goals at next committee meeting
10. **To consider, discuss and agree to repair work to the pavilion**

Further to the discussion at the meeting held on 26th April 2023, regarding the quotation received in February 2022 for repair work to the pavilion, the electrician is yet to assess all the outside lights and will do so when he conducts the review of the electrical supply between the pavilion and the Tennis Club. Cllr Baker volunteered to conduct an assessment of works required inside the pavilion, and the Clerk will ask Niki Hinton if she is aware of anything that needs to be done. Cllr Bradley suggested the gutters may need to be cleaned. Cllr Baker will check them. Following this, the Clerk will seek quotations for any works required.

ACTION – Cllr Baker/Clerk as above

2023/PF/1.....

Chair, Wortham & Burgate Parish Council

11. To consider, discuss, and approve User Agreement for the Pavilion

The Clerk has started to prepare the draft User Agreement and has asked WLTC if they would like any specific inclusions. WLTC have advised they would like it clarified within the Agreement that their members can access the facilities during the hours the courts are open (up to 10pm), also use of the kitchen appliances, toilets, and equipment for any WLTC events, and confirmation that the Parish Council are responsible for the general upkeep and safety of the pavilion/facilities so that WLTC users are not at risk of injury (excluding improper use).

There was a discussion on how the use of the table tennis table should be addressed in the Agreement, and whether it should be put away to allow the main room to be used more for functions and events. Ownership of the table still needs to be confirmed.

There are also health and safety, and risk assessment implications which need to be considered within the Agreement.

ACTION – Clerk to finish Draft User Agreement for approval at the next committee meeting, and confirm ownership of the table tennis table

12. To consider, discuss, and approve quotations for outdoor table tennis table

Cllr Bradley presented the quotations she has obtained. After discussing Cllr Piper proposed the committee approve the purchase; seconded by Cllr Castle and agreed unanimously. However, as per item 4.7 of the Playing Field Committee Terms of Reference, it will need to be approved by Full Council at the next meeting on 20th June 2023, due to the level of expenditure exceeding £750.00.

ACTION – Clerk to include as an agenda item at the 20th June 2023 meeting with the committee's recommendation to purchase

13. To receive items from councillors - None

14. To discuss any correspondence received - None

15. To receive items for the next agenda – User Agreement, Risk Assessment, table tennis table (inside pavilion), new football goals.

16. Date and time of next meeting – TBA

17. Meeting Close - 6.52pm

