

SAPCOTE RECREATION GROUND MANAGEMENT COMMITTEE

Minutes of the meeting held on 2 September 2020

Due to Covid-19 Restrictions meeting held using Zoom

Present: Josie Blackburn (Acting Chair), Ann Newman (Secretary), Tony Brader, Vic Howell, Andy Anderson, Pat Wright,

Apologies: Eric Ellis, Estelle Rogers (Treasurer), Colin Boothroyd

Meeting opened at 19:03

The minutes of the Extraordinary Committee Meeting held on the 20 March 2020 were approved with no matters arising.

- 1. Election of Chairman** - a committee cannot function without a chairman. It was agreed that Peter was a hard act to follow and members felt they could not commit to doing the same amount of work as Peter did. AN pointed out that a chairman's role really is to chair this meeting and to ensure it is conducted in an orderly manner. Any other roles the chairman wished to carry out would be entirely up to the person taking on this role. Those present were unable to commit to the role so a decision was made to defer this to the next meeting when hopefully more committee members will be able to attend. - **Item deferred until next meeting.**
- 2. Roles and Responsibilities and the sharing of duties** - with the loss of both Peter and Tony's expertise it is difficult to know what jobs need to be done. As AN was meeting up with Peter the following day she said she would ask him if he could supply us with a list of duties which the committee needed to carry out. Subsequent to meeting Peter has agreed to supply a list. But basically if you take out the Pavilion refurbishment and the ground design the purpose of this committee is to ensure that the buildings (i.e. Pavilion, changing rooms and storage units) are kept clean and safe and are fit for purpose. Likewise the the field, identifying broken fencing etc. But Peter will provide more info. - **Item deferred until next meeting**
- 3. Appointment of Trustees:** With Peter and Tony leaving we now need two committee members to become trustees by the end of September. There is some uncertainty on the role of a trustee and any financial implications should 'things go wrong'. Members would like some clarity and it was suggested that Estelle might be the person to ask. AN to email Estelle asking her if she is able to do this at the next meeting. - **Item deferred to next meeting**
- 4. Opening of the Pavilion:** It was agreed that the Pavilion would reopen for business. AN agreed to take charge of the booking of the hall until a Caretaker is appointed. However, as she doesn't live in the village and currently doesn't have use of a vehicle she is unable to supply keys to one-off hirer's. Josie offered to help out with the keys if necessary. If the refurbishment project interferes with existing room hire we will seek to find them an alternative venue within the village.
- 5. Opening of the Play area.** The play area will remain closed. As the installation of the new play area is imminent the contractor has been asked to dismantle the existing equipment asap.
- 6. Update on the Pavilion Refurbishment Project.** Josie updated the meeting on the status of this project. Various options have been looked at including extending into the loft space or alternatively extending the ground floor. But again Historical England are asking for more assessments,

meaning more delays and more money.

7. **Update on Ground Design:** Contractor has been appointed and as stated above the existing play equipment will be removed in readiness for the installation of the new ones. The PC are determined that this work will be carried out and although they do not wish to lose the S106 money they are prepared to go ahead without it.
8. **Treasurers Report:** Estelle will circulate on her return from holiday.
9. **Secretary's report to include all sporting activities and GDPR:** Due to the work being carried out to level the croquet lawn the Croquet Club have not been able to play at all this year. AN highlighted to the meeting that the CC are not happy with the lawn at the moment but have been assured by the contractor that they will make good any problems that arise. Likewise the fencing erected to protect the new lawn has meant that the Cricketers have also not been able to play. Consequently it has been decided that we would not charge the Cricket section this year but only invoice them for the insurance on their mower. The Croquet Club paid their annual fee in January so may well ask for a refund/reduction in next years fee in the new year. We now have three football teams signed up for the coming season. As we have not opened up the changing rooms and toilets we have given each team a reduction in their fees. Unfortunately there has been a problem with equipment. One of the corners of one of the goal posts is broken and needs repairing. This is the same problem we had last season with the other goal. Eric has kindly looked at it and will try to see if he can get it repaired when he returns from holiday. The footballers are still using the goal but upside down. Also the pitch marker belonging to the Cricket section is broken and not repairable. AN asked the committee if we could purchase a new pitch marker for the footballers which could be made available to the Cricketers should they wish to use it. The meeting agreed that we go ahead and purchase a new pitch marker. **AN to organise.**

GDPR: AN had an unsolicited email from member of the public asking to hire the hall. Could she ask that private emails not be given out without prior consent.
10. **Gifts for retiring committee members:** Estelle still has the vouchers for Peter and Mike and would like to know if we are planning on having a presentation or whether they should be posted out to them. Vic asked if we could defer for a while as the PC also have gifts which have still to be given out. She also asked us to consider a suitable gift for Tony Griggs. She suggested a plaque of some sort in the Pavilion. The committee agreed to give this some thought and discuss again at the next meeting - **Item deferred to next meeting**
11. **Update on response to the caretaker position:** Only one applicant so far. Estelle has agreed to be involved in the selection process and Vic offered his services if needed. The advertisement for the position is in the Sapcote News and on the PC website. Vic said he would put it on the Facebook page and AN has posted a copy in the glass notice board outside the Pavilion. **Item to be discussed at the next meeting when hopefully we will have had more applicants.**
12. Fire Risk Assessment: Whilst the Risk Assessments are fit for purpose they have Tony's name as the responsible person. **Item deferred until a suitable person can be appointed.**
13. **AOB** - none
14. **Date of Next Meeting:** Tuesday 15th September 2020 at 19:00 via Zoom.

Meeting closed at 20:10