

# **SAPCOTE RECREATION GROUND MANAGEMENT COMMITTEE**

## **Minutes of the meeting held on 17 December 2020**

### **Due to Covid-19 Restrictions meeting held using Zoom**

Present: Richard Austin-Clapham (**RAC**)(Chairman), Ann Newman (**AN**) (Secretary), Susan Jenkins (**SJ**)(Treasurer), Andy Anderson (**AA**), Josie Blackburn (**JB**) Tony Brader (**TB**), Colin Boothroyd (**CB**), Tillie Graves (**TG**) Pat Wright (**PW**), Vic Howell - Part (**VH**),

Apologies: Eric Ellis (**EE**),

Meeting opened at 19:03

Minutes of the Committee Meeting held on the 26 November 2020 were approved  
Matters Arising: Key Audit ongoing. **ACTION: AN/TG**

Accounts for November were circulated by SJ prior to the meeting.

#### **1. Caretaker - job scope and remuneration. [RAC]**

Due to the amount of hours this role entails the remuneration of £100 pm, which was originally set in circa 2009, is now considered inadequate. RAC had previously sent out to the committee his proposal to increase this amount on the following basis. Whilst we are in tier 3 the amount will remain at £100 pm. This will increase to £240 pm when tier 2 or below is achieved. This proposal was agreed by the SRGMC. TG was asked to keep a diary of the amount of hours she is working. The committee were also asked to consider a change of title for this position which would be discussed at the next meeting.

**ACTION: ALL**

#### **2. Cleaning - the way forward. [RAC]**

As reported last month, and now confirmed by RAC following his site visit with TG, the Pavilion is not being cleaned to an acceptable standard. JB has been asked to look into how other organisations within the Parish engage their cleaning staff. When this information is to hand, SRGMC can then make a decision on whether to put this position out to tender. If this is the case the existing cleaner would be given the opportunity to re-apply.

#### **3. Deep Cleaning [RAC]**

At a meeting between RAC and TG it was suggested that a deep clean be carried out once a year. Possibly in March. TG is happy to carry this out. CB and SJ also offered to help. This year the cleaning of chairs would not be included as previously this had incurred a cost of £5 per chair x 70. TG was asked to draw up a schedule and submit projected costs. AN queried about the Food Hygiene rating which currently stands at a 4. SJ to look into whether the SRGMC have to be trained or whether this is a hirer's responsibility.

**ACTION: SJ & TG**

#### **4. Pavilion extension [TB]**

Anne Pawley of BDC has been notified that SRGMC will go ahead with extending the roof space to provide a games room with possible access to an external viewing platform. The Deed of Variance will not be pursued. David Arscott our architect has been asked to draw up plans which will be forwarded to this group. Anne Pawley has come back with a number concerns which have been answered by TB and DA. TB has asked DA to be the primary poc with Anne Pawley and he has agreed. A planning application will be submitted in January which will take approx. 8 weeks. The new design will be passed on to HE for approval/comments. In relation to the key audit [matters arising] it was agreed that allowance would be made for new locks to all existing doors in the finished building together with a new regime for the issuing of keys.

#### **5. Play Area equipment - progress and complaints received [RAC/AA]**

A number of complaints have been received from residents of Neville Smith Close regarding the siting and height of the new play equipment. Residents felt that their concerns had not been taken into account and that the offending slides should be removed, as children and youths could see into their respective gardens. After much discussion it was decided that Chris Nichols would be asked to view the site from the resident's gardens and give his professional opinion on a way forward. As his contract is now complete the SRGMC to ask the PC for a small amount of money to cover his professional fees if necessary. RAC requested that JB set up a Zoom meeting for the following day to discuss this with Chris. Should this money be required a request will be put forward to the January PC meeting.

**ACTION: JB**

#### **6. AOB:**

AN queried whether the work was now complete as she has to notify our Insurers. JB stated that, although the contractor has now left the site, the equipment would not be inspected by RoSPA until January. Not all the play equipment is complete, i.e., swings not yet fitted. The contractor has secured the site with fencing. AN to keep our insurers informed.

**ACTION: AN**

SJ reported that due to the Pavilion being closed BDC have transferred £667 into our account for November

#### **7. DATE OF NEXT MEETING: 28 January 2021 at 19:00**

Meeting Closed at: 20:39