

Minutes

Rackheath Parish Parks and Leisure Committee Meeting

Tuesday 14th September 2021 at 7.00pm

The Pavilion, Green Lane West, Rackheath, NR13 6LT

Anne Tandy

Anne Tandy, Parish Clerk

Present: Tracy Buckley (Chair), Paula Lowe, Stephen Oakley

Also in Attendance: Anne Tandy, Parish Clerk and RFO

Public Attendance: 2

22. Apologies for absence were received from Joel Whymark. The Committee **approved** the absence.

23. There were no declarations of interest or dispensations for items on the agenda.

24. The meeting was adjourned for public participation:

Site 6 update from Pathfinders. BDC have contacted Ivan Barnard to report that the portfolio holders have agreed transfer and legal procedures are underway.

25. The Minutes of the Parks and Leisure Committee meeting held on **Tuesday 13th July 2021** were agreed as an accurate record and approved by the Committee.

26. Newman Road Woods

No further reported progress other than instructing nplaw to act on behalf of Rackheath Community Council.

27. The Pavilion and Stracey Sports Park

- a. Feedback was given on the site visits over the summer to venues who have refurbished their MPSA. These meetings have proved to be very useful in shaping the progress and the Committee want to consider the option of a 3g surface and quotes will be obtained.
- b. A report from the Booking Assistant was noted by the Committee. Following customer feedback the Committee **agreed** to provide a private hire notice for use at the end of the patio to prevent public accessing the hired space during use.
- c. No urgent work at the Pavilion to be considered but the following quotes to be approved:
 - i. The Committee **agreed** to employ Heritage Cleaning to clean the Pavilion windows inside and out every 4 months at a cost of £47.00 + VAT per clean.

- ii. PJ Plumbing. Cost to investigate broken toilet flush £68.00 + VAT was **approved** for payment.
- iii. The Committee **agreed** to the purchase of a fold up laptop table £18.32 +VAT for the use of the Clerk during meetings.
- d. The finance committee reported that they had considered the costs involved in hosting football at the Pavilion and recommend that this cost should be passed onto those who use the facilities. As this is now solely Wroxham Youth Football club it was therefore **agreed** that they will be invoiced £6,000 for the season. It was also **agreed** that the quote prepared for Wroxham Youth Football Club for the 2021 tournament will not be increased for 2022.
 - The Committee also asked for the football contract to be updated to include at £50 call out fee when the building and surrounding ground is not left secure.
 - Contact details to be provided for all coaches.
- e. The Fire Risk Assessment stalled over the summer but Flameskill are due to attend and assess the installation of a fire alarm system with quote, which will be presented for consideration when available.
- f. Scribe booking app was discussed previously and a decision was deferred until September. While the bookings workload continues to be manageable, it was **agreed** that the purchase of the app should wait until such time as the workload increases.
- g. Pavilion hire fees were considered for those who work for the Council. A 10% discount already applies for those living in the village and therefore it was **agreed** that it would not be appropriate to discount any further. Hirers who were held at the pre-covid price will now be increased in two phases between now and the end of the financial year.
- h. The Committee considered the options for an out of hours call number but were unable to find a suitable process for how this would be managed. It was agreed to discuss with full Council and seek ideas.

28. Jubilee Park

- a. The cost of jet washing the play equipment at Jubilee Park was considered by Oddbods Cleaning at £400.00 + VAT. The Committee **agreed** to go ahead with this.

29. Other matters

The purchase of a Melba Swintex dog waste bin for £176.49 + VAT including 3" metal post and fixings was **approved** by the Committee. This will be installed at the corner of Sloe Lane and Swash Lane close to the gate for All Saints Church.

Meeting concluded at: 20:16