

# HAXEY PARISH COUNCIL

## Westwoodside Playing Field Management Committee

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Minutes of a meeting of Haxey Parish Council Westwoodside Playing Field Management Committee held on **Friday 21<sup>st</sup> April 2023 at 9am at the Foreman Carter Centre**. Present: Cllr Knowles, R Carter, M Fenlon, & Deb Hotson – Parish Clerk. R Carter in the Chair.

### 1. **Apologies for absence**

Apologies received from Cllr Henwood and A Brocklebank. Cllr Foreman did try and join the meeting several times but had issues with the sound so had to drop out.

### 2. **To approve the minutes of the meetings held on 24<sup>th</sup> March 2023**

**Resolved** – unanimous approval of minutes.

### 3. **Site Issues**

#### • **Update on workdays –**

3.1 R Carter has been on site and sprayed the MUGA inside and out for weeds, around the centre and in the caged area entrance to the building.

3.2 The MUGA is to be serviced when not as windy.

3.3 The screen in the meeting room has been correctly hung.

3.4 R Carter and Cllr Foreman to repair the skatepark.

3.5 Clerk to ask the contractor to strim the lane on his next visit.

**R Carter/T Foreman  
Clerk**

#### • **Review of users/bookings -**

3.6 The calendar has been updated and circulated.

3.7 The party that was held recently received lots of good feedback from other parents for the facility.

3.8 Current users are M Fenlon, Evolve and Parish Council.

3.9 Cllr Knowles to check the status of the chairs in the Meeting Room to see if they are all present.

**D Knowles**

3.10 Clerk to ask A Brocklebank to clean after 16<sup>th</sup> May and to move all furniture in the meeting room and shake and vac the carpet.

**A Brocklebank**

#### • **Centre Weekly Checks April/May –**

3.11 J Henwood has started the April checks, R Carter to complete. M Fenlon to do the May checks.

**R Carter/M Fenlon**

#### • **MUGA surface upgrade**

3.12 M Fenlon is meeting a contractor on site today.

**M Fenlon**

3.13 R Carter to do a service of the MUGA surface in Spring.

**R Carter**

#### • **Reminders**

3.14 PC Annual rent - June.

AGM – June.

The boiler service – May – T Foreman to arrange.

**T Foreman**

Fire Risk Assessment is due in May.

#### • **CCTV**

3.15 R Carter meeting with Jason today to discuss CCTV requirements and then a PCC grant funding request to be submitted.

**R Carter**

### 4 **Finance**

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- 4.1 Update on Finances - R Carter provided a breakdown prior to the meeting.
- 4.2 Grant for solar panels – This grant has to go through the WPFA books due to the Government guidance on Trust Funds. Clerk in the process of sorting this with NLC. Once sorted the Clerk will raise the 25% deposit for payment and the panels should be fitted at the end of May. **Clerk**

### **5 Outstanding Actions**

- 5.1 The outstanding points from the last meeting were reviewed as follows:
- 5.1 – New tap has been installed and needs electrical connection. **R Carter to discuss with Jason**
  - 5.2 – Risk Assessment To be done. **R Carter**
  - 5.5 – Burglar Alarm call point in Meeting Room **R Carter to speak with Jason**
  - 5.3 – M Fenlon can confirm if there will be 2 men’s teams from September by the end of June and if so then the pitch cannot be turned round.

### **6. AOB**

- 6.1 New flag to be erected for the coronation. **D Knowles**
- 6.2 Gates to be shot blasted before the end of June. **T Foreman**

### **7 Date of next meetings –**

Will be held on Friday 26<sup>th</sup> May 2023 at 9am via a Zoom meeting.