



Kington Recreation Ground Trust

Charity No. 520963.

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Minutes of the meeting of the Kington Recreation Ground Management Group held on Monday 11th September 2017 at the Old Police Station, Market Hall Street.

Present: Cllr. E. Banks
Cllr. T. Bounds
Cllr. M. Fitton
Cllr. F. Hawkins
Cllr. I. Wood-Johnson

Apologies: Cllr. R. MacCurrach
Cllr. E. Rolls

In attendance: Liz Kelso Clerk

001/17 Election of a Chair and Vice Chair for the Group

Cllr. E. Banks was elected Chair of the Management Group and Cllr. I. Wood-Johnson was elected Vice Chair to hold office until the next Annual Meeting of the Trust.

002/17 Apologies, Declarations of Interest and Requests for Dispensation

Apologies were noted from Councillors R. MacCurrach and E. Rolls. There were no declarations of interest and no requests for dispensation.

003/17 Playground Resurfacing

Following acceptance of the quote by the Trust on 4th September, the Clerk has notified the successful contractor and is awaiting details of the anticipated start date for the project. A copy of the contractors insurance documents have been requested and a risk assessment will

be requested prior to work starting. Once a date is known, notices warning of the closure of the area will be put on the play area fencing.

It was agreed that some repainting of the play equipment would be beneficial and a volunteer group was suggested to do the work. An agenda item at the next meeting will identify costs.

004/17 Groundsman's Holiday

It was noted that Harvey Jones will cover for Ken whilst he is on holiday this week.

005/17 Grounds Person Vacancy

Advertisements for the vacancy are now being placed in notice boards, the Town Council website, Kington Chat and in the Recreation Ground.

006/17 Day to Day Maintenance Issues

Noting the application of the Council's Financial Regulations to purchases by the Recreation Ground Trust, it was agreed that any small items of supply, equipment, fuel etc. could be purchased as required using an order book signed by the Clerk and the Grounds Person or Councillor/volunteer wishing to purchase the item. The orders will clearly specify what the item is required for so that this can be attached to the relevant invoice once received. The Clerk, by signing, will confirm that authorisation to purchase is in accordance with the Financial Regulations and ensure that a copy of the order is attached to the invoice once received to confirm appropriate authorisation for each payment.

It was agreed that the Finance and General Purposes Committee be requested to consider whether a petty cash system for the Recreation Ground might be possible to avoid councillors and/or the Clerk using their own funds to purchase small items required on a day to day basis.

It was further agreed that the Clerk investigate whether an account can be set up at the garage for the purchase of fuel for the mower.

007/17 Preferred Contractor

It was noted that following advertisements placed within the Recreation Ground, a total of three builders/handyman had come forward to be considered as preferred contractor for small works within the Recreation Ground. In view of the impending work on the Cottage, it was agreed to invite the builders/handyman to quote for the repair work to the Cottage so that prices and standard of work can be assessed for future small works.

008/17 Cottage Repairs

As noted above, the specification drawn up by David Waters for required works to the Cottage will be sent to a total of six builders for quotes. It was agreed that those quoting would be asked to suggest any further work they feel should be undertaken at the cottage and to price this separately.

009/17 **Audit of Trust Property**

It was agreed at the last Trust meeting that Cllrs. E. Rolls and I. Wood-Johnson would complete an audit of Trust property and equipment to include serial numbers of equipment, location and maintenance requirements where applicable. It was agreed that this would also include a note of items stored in the garage and shed.

010/17 **Recreation Ground Diary of Events**

To avoid events clashing in future and to consider whether an appropriate charging structure is in place for events at the Recreation Ground, it was agreed that all users be required to book events into a central diary to be held by the Clerk and/or the new groundsperson. Cllrs. Banks and Fitton plus the Clerk would meet with users and in particular the Cricket Club to progress this item.

011/17 **Future meetings**

It was agreed that formal meetings of the Management Group would be held monthly whilst projects are underway. It was further agreed that the next meeting will be held at 6.00pm on Monday 9th October at the Old Police Station.

012/2017 **Next Agenda items**

- To consider the purchase of a power washer
- Status of landfill grant application and awards for all application for playground refurbishment

There being no further business, the meeting was declared closed.

Chairman

Date: