



# Kington Recreation Ground Trust

Charity No. 520963.

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## **Minutes of the meeting of the Kington Recreation Ground Trust held at 6.00pm on Monday 8<sup>th</sup> January 2018 at the Old Police Station, Market Hall Street.**

**Present:** Cllr. M. Fitton (Chair)  
Cllr. E. Banks  
Cllr. R. Banks  
Cllr. J. Dennis  
Cllr. F. Hawkins  
Cllr. R. MacCurrach  
Cllr. E. Rolls  
Cllr. R. Widdowson  
Cllr. I. Wood-Johnson

**Apologies:** Cllr. T. Bounds  
Cllr. C. Forrester  
Cllr. P. Prior

**In attendance:** Liz Kelso Clerk

### 001/18 **Apologies**

Apologies were noted from Councillor T. Bounds, Councillor C. Forrester and Cllr. P. Prior

### 002/18 **Declarations of Interests and requests for dispensation**

There were no Declarations of Interest and no requests for dispensation.

003/18            **Minutes of the meeting held on 4<sup>th</sup> December 2017**

It was agreed that the Minutes of the meeting held on 4<sup>th</sup> December 2017 as previously circulated be signed by the Chairman as a true record of proceedings at that meeting.

004/18            **Clerk's Report**

The Clerk's report, as attached to these minutes was noted.

005/18            **Financial Matters**

(a)            **Review of expenditure to date**

The Clerk presented a report of expenditure to date, noting in particular that income from the hire of the Recreation Ground is falling compared with previous years. In part this is due to a reduction in the income from the Cricket Club and it was noted that acknowledgment of this in kind subsidy might help the Club obtain external funding. A meeting with the Cricket Club is to be arranged.

(b)            **Budget for 2018-9**

Noting that all expenditure other than the cost of the groundsman is met through a grant from the Town Council, the Clerk explained that the fall in Cricket Club income coupled with staff costs for maintaining the Recreation Ground would result in a small deficit in 2018-9 unless an increase in income can be generated. It was agreed that a review of income generation from the Recreation Ground should take place.

(c)            **Update on Grant Funding Bids**

The Mayor reported that the Landfill Grant was progressing and should be available for identified projects in all three public open spaces during the next financial year. He is also discussing a further application with Awards for All for an additional £10,000 which, now that the Landfill Grant has been secured, is more likely to succeed. One of the projects identified for the Landfill Grant is to extend footpaths and the agreement with Tarmac for the provision of materials for this project is being progressed.

006/18            **Recreation Ground Cottage**

It was noted that specifications for work in the Cottage to include supply and installation of a cooker hood were sent to an additional three general builders but again no quotations have been received. It was agreed that it would not be appropriate to delay the project any further and authority to identify and contract with a suitable builder/electrician be delegated to Cllr. E. Banks and the Clerk up to a maximum budget cost of £300.00.

007/18      **Tree Survey**

This item was deferred to a later meeting as the tree survey has not yet been received. It was noted that branches came down in the Recreation Ground as a result of the recent snow but these have now been removed.

008/18      **Risk Assessment**

The draft Risk Assessment as attached to these Minutes, which had been reviewed by the Groundsman, Clerk and Cllr. E. Banks, was agreed, subject to the correction of some typographical errors and subject to the addition of a section forbidding playing golf on the site, in the interests of public safety. It was further agreed that the training needs of the groundsman be assessed based upon the risk assessment for consideration at a later meeting of the Trust.

009/18      **Update on Community Asset Transfers**

The Mayor reported that progress on the Community Asset Transfers has been slow but a meeting has been agreed in principle with Herefordshire Council to progress this.

010/18      **Items for the next agenda**

It was agreed that the following items be considered at the next meeting:

- Schedule of work/upgrades required in the public open spaces in 2018 and status of funding bids for this work
- Tree Survey
- Work required on trees overhanging Park View
- Health & Safety
- Staff and volunteer training needs
- Update on Community Asset Transfer of public open spaces

011/18      **Next Meeting**

The next meeting of the Recreation Ground Trust will take place on Monday 5<sup>th</sup> February 2018 at the Old Police Station, Market Hall Street, commencing at 6.00pm.

There being no further business, the Chairman declared the meeting closed at 7pm.

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Chairman

Date:

Appendix 1  
**KINGTON RECREATION GROUND TRUST**  
**Meeting held 8<sup>th</sup> January 2018**  
**Clerk's Report**

This report identifies activities of the Clerk/Trust Administrator since the last meeting other than those addressed elsewhere on the agenda.

- **Groundsman**

Training for the groundsman is in the process of being arranged. It is proposed that a strimmer course be the first training requirement and the groundsman has confirmed his availability for this training.

- **Insurance**

A proposal to renew the Town Council's insurance portfolio will be put to the Council in February but in preparation for this the Clerk has met with a representative from the brokers WPS to confirm details for the policy. During these discussions it was made very clear that both volunteers and staff must hold appropriate certificates where required for insurance cover to apply. This means that the groundsman will require training in chainsaw use if it is proposed that he undertake any work with the chainsaw or any other equipment where certification is required.

## KINGTON RECREATION GROUND

### Risk Assessment 2017

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are we already doing?</b>	<b>What further action may be necessary?</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Done</b>
Mechanical equipment	Groundsman and others might suffer injuries from incorrect use of mechanical equipment	Mechanical equipment only to be used by trained employees All instructions to be followed and appropriate safety equipment worn All machinery to be kept in good working order and any broken guards replaced	Groundsman to review machinery regularly Ensure appropriate safety equipment is always used Worn out machinery to be replaced promptly	Groundsman and the Clerk	Ongoing	
Manual handling	Staff might suffer back or other injuries from lifting heavy loads	Mechanical equipment to be used for all heavy loads More than one person to be involved in all manual handling where mechanical assistance unavailable	Regular reminders to groundsman about manual handling procedures and correct lifting techniques	Groundsman and the Clerk	Ongoing	
Hazardous Substances (pesticides, chemicals where used)	Staff and others might suffer ill health or skin problems from exposure to harmful substances	Hazardous substances to be used only by trained staff Pesticides/chemicals only used for approved purposes All instructions to be followed and protective equipment worn All hazardous substances to be kept in locked chemical store when not in use	Ongoing training for groundsman that uses chemicals	The Clerk and Groundsman	Ongoing	

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are we already doing?</b>	<b>What further action may be necessary?</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Done</b>
Violence and threatening behaviour – especially from members of the public	Groundman might suffer assaults from members of public and their animals	The Clerk and the Community Police? to be contacted immediately in event of any concern				
Slips and trips	Members of the public and Groundsman may suffer injury if they slip or trip	Any spills to cleaned as soon as possible.		Groundsman	Ongoing	
Maintenance activity	Members of public may be injured by debris or otherwise from the maintenance activity (strimming, pruning, mowing etc.)	Use of mechanical equipment to be restricted as far as possible If unavoidable, area of use to be properly cordoned off, signaled, with members of the public advised to stay clear		Groundsman	Ongoing	
Playground Equipment	Persons using the equipment	Groundsman to inspect all equipment every day To cordon off the damage equipment from use. Any damage to be reported to the clerk The clerk to arrange for repair	Ensure the material to cordon off the equipment is available	Groundsman and Clerk	Ongoing	

Agreed by Kington Recreation Ground Trust at a meeting held on 8<sup>th</sup> January 2018

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Falling branches/masonry	Members of the public or staff and/or property may be injured by falling branches/masonry	Rotten or dangerous trees to be removed Trees inspect annually Buildings to be regularly inspected and repairs effected as necessary Areas of danger to be cordoned off until corrective action can be taken		Groundsman and Clerk	Ongoing	
Vehicle movement	Members of the public may be injured if hit by cars entering or leaving the grounds	Gates for Vehicles are always locked. Vehicle movement is restricted to tenants and their friends to the Recreation Ground cottage and access to the cricket pavilion. Parking for cricket matches is supervised by members of the club wearing hi-viz jackets Access is available for emergency vehicles including the Air Ambulance.	None identified	Tenant and their friends; Members of Cricket Club and other activities	Ongoing	
Refuse and litter		Collected every day and sorted into recycling and waste plastic bags. Sharps box available for needles and similar, if required.		Groundsman	Ongoing	
Games	Hit by a ball or knocked over by a player	Area of play well marked. Golf in particular to be prohibited	Clubs and organisations making sure the pitches are well marked	Users of the Recreation Ground	Ongoing	
Clearing snow		Snow paths will be made from the exits using either shovels (provided) or salt grittable		Groundsman	Ongoing	

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Toilets opening, closing and cleaning	Groundsman	Toilets are opened and closed daily. Appropriate training for the groundsman in hygiene & provision of sharps box for needles etc. if required.		Groundsman	Ongoing	

## **General**

Groundsman to be provided with appropriate clothing, safety boots, gloves etc. as may be identified from time to time

Accident book to be available.

Risk Review to take place at least annually.

Signed

On behalf of Kington Recreation Ground Trust

Date:

Next regular review date: November 2018

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