

# **JFMC Meeting**

## **4<sup>th</sup> April 2023 – 7:30pm**

### **Minutes**

**1. Apologies:** Steve Downey, Dean Fuller and Justin Birkby

**2. Minutes of last meeting** – agreed unanimously

**3. Action plan update** – most actions on agenda

To enable locating the field to be easier – post required

What three words – (eyelid/foal/viewer) locates the site to the entrance gates.

Draft Footpath leaflets handed around

**4. Maintenance agreement and planned preventative maintenance to be discussed** – The maintenance agreement dated 5<sup>th</sup> July 2021 was noted by all parties – who is responsible for what on the site – several urgent issues

- Fire Safety – urgent - MA up (inspection usually around £200) then actions required
- Gate is sagging – does it need a post so when open can be fixed instead of just hanging down due to weight? – SPC
- Signs on gates – SPC
- JFMC contents insurance? What is JFMC “assets” in the pavilion as most is the football clubs? (AS/ NS clarify)
- Legionella testing [see item 14](#)
- Need to build up preventative maintenance programme such as when how often hedges cut, when are pumps checked, boiler serviced
- Then feed into budget setting

**Now all aware of who does what!**

**5. Boiler specification from Consultant** – discussed the following;

Current problem- two very large water tanks and heater. Timers do not work so manually need to go into loft and turn on heaters and then again in kitchen

**Option a** - New timer and accessible switches as required

**Option b** (earlier email from Justin) System 15 years old so replace with modern more efficient system to serve four changing rooms, Referee changing, kitchen general toilets such as:

2 x 300 litre unvented direct hot water cylinders

1 x 150 litre unvented direct hot water cylinder

3 x hot water bronze pumps

1 x alteration of pipework to suit new layout of tanks to be sited closer to areas being served to save on running costs

1 x new booster pump set

1 x water conditioner to prevent scale build up on incoming main

1 x installation of new pipe insulation to new pipework

Timers switches in accessible area

Est in region of £15,000 - £20,000.

It was agreed that the likely cost would exceed the funding currently available to the JFMC. Therefore a report to Council 2<sup>nd</sup> May 2023 requesting for the council to take on the project; confirm the consultants brief, seek quotes then process and cover costs.

## **6. JFMC 2023 – cash flow – LS lead discussion**

Increased income for “holiday scheme provider” plus both clubs supporting groundsman’s wages and SMFC extra towards electricity. Currently £5,000 in bank

Should not be any “pinch points” but need to monitor electrical use and input, current direct debt £200.

Option of contribution from SMFC for use of the kitchen as a lounge bar on match days. Longer term concern that JFMC covering costs but no sinking fund for larger projects i.e. boiler.

### **(LS left the meeting)**

**7. Request that the Pavilion Lounge is called the 1893 lounge** – as this is the year of the formation of the Football Club in Staplehurst report to Council on 11<sup>th</sup> April 2023, await their decision.

**8. SMYFC and SMUFC Annual Presentation Day Sunday 21/05/23 - discuss.** Report to Council on 11<sup>th</sup> April 2023, await their decision

## **9. Financial transparency**

a) SMFC accounts for 2022- NS circulated to the Committee – no questions

**10. Revised JFMC Constitution** – following a discussion and amendments – RG circulated for final comment - agreed to go to Council 2<sup>nd</sup> May 2023, aim to hold an AGM of the JFMC 23<sup>rd</sup> May 2023. Will attach final version to minutes.

**11. Revised Sports pitch Hire agreement** – following a discussion and amendments - RG circulated for final comment – agreed to go to Parish Council 2<sup>nd</sup> May 2023. Will attach final version to minutes.

**12. Revised Pavilion Hire agreement** –. following a discussion and amendments - RG circulated for final comment – agreed to go to Parish Council 2<sup>nd</sup> May 2023. Note SMFC women’s team will start playing league matches in 2023. Excellent news! So request for use of bar on their match days. Will attach final version to minutes.

**13. Retrospective requests** – following a discussion aim to finalise and go to Parish Council on 2<sup>nd</sup> May 2023. Will attach final version to minutes.

**14. Health and Safety file** – update BM raised concerns about help for car parking attendant as cannot do every day.

### **a) Pavilion**

- Risk Assessment

- Copy of Insurance papers
- Legionnaire disease check - NS
- Fire extinguisher check - MA
- Emergency light Check - MA
- Electrical testing / PAT – MA
- Clarify JFMC contents insurance - ASAP

**b) Jubilee Field**

- Risk Assessment - done
- Copy of insurance done
- Skate Park risk assessment - done

**15. Date of next meeting** due to Easter, Coronation and Annual Presentation event on 21<sup>st</sup> May agreed for meeting on Tuesday 16<sup>th</sup> May, final preparation for JFMC AGM on Tuesday 23<sup>rd</sup> May 2023, followed by presentation of SMFC. Business plan.