

MIDDLETON CUM FORDLEY PARISH COUNCIL AS SOLE TRUSTEE OF THE MIDDLETON RECREATION GROUND TRUST

MINUTES OF THE MEETING HELD ON TUESDAY 4th OCTOBER 2022
AT 7:00 PM AT THE VILLAGE HALL

1. Attendance and Apologies

Attendees:

Cllr. Julian Cusack- Chair
Cllr. Roy Dowding – Vice-Chair
Cllr. Lesley Taylor
Cllr. Graham Lacey
Cllr. Lynda Whitbread

Apologies for absence:

Cllr. Chris Reynolds – written and accepted
Cllr. Steve Thorpe – written and accepted

In attendance:

Sharon Smith - Clerk/RFO
No members of the public

2. Councillors' Declarations of Interest

None.

3. Public Forum

None.

4. Play Equipment Safety Inspections

a) The monthly play equipment safety inspection reports for August and September 2022 were not available. The Council noted that the agreed arrangement with Eastern Play Services Ltd needs improvement as inspections and reports are late and minor repairs are not being carried out. Cllr. Lesley Taylor suggested implementing a Service Level Agreement and the Chairman agreed that perhaps the relationship needs to be put on a more formal footing.

b) The Council noted the annual play equipment safety inspection report carried out by an independent RPII qualified inspector. It was agreed to close the aerial cableway for safety reasons in accordance with the inspector's recommendation. Cllr. Graham Lacey will try to disconnect the carriageway mechanism to prevent use. The Clerk was asked to obtain three quotes to replace the cableway and the flat swing set which also does not fully comply with safety guidelines. The Council agreed to then review the provision of play equipment as a whole and decide which items to replace.

ACTION: Clerk to obtain quotes.

5. First Aid Provision

In response to a request from the Community Council, the Council agreed to improve the first aid facilities at the Recreation Ground. It was agreed to purchase a first aid kit to the value of £160 and to research grant funding opportunities to provide a defibrillator to be sited at the pavilion.

ACTION: Clerk to inform the Community Council. Cllr. Lesley Taylor to research defibrillator costs and Clerk to research grant funding.

6. Recreation Ground Working Group

a) The Chairman explained that he has been leading the group for some time and he would appreciate another Councillor taking on responsibility in due course. Following a discussion, Cllr. Lesley Taylor agreed to take responsibility for the pavilion bookings and cleaning, and it was agreed to ask Cllr. Chris Reynolds if he would be willing to assume responsibility for the play equipment and for the landscaping in

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the carpark and grounds. Cllr. Graham Lacey agreed to review the health and safety requirements of the pavilion and to conduct a fire safety assessment.

ACTION: Cllr. Lesley Taylor to send a risk assessment template and Clerk to send the Health and Safety Executive checklist and a fire safety assessment template to Cllr. Graham Lacey. Chairman to speak to Cllr. Chris Reynolds and to handover pavilion bookings to Cllr. Lesley Taylor.

b) The Chairman updated the Council about the points raised from the last meeting, most of which have been actioned.

c) The Council agreed to purchase one round picnic table and one children's picnic table in time for next summer.

7. Administration

a) The Council conducted the annual review of the insurance policy and ensured that the terms of the policy remain acceptable and that all known risks and assets are adequately protected. Following a discussion about the rising cost of building materials, the Council agreed to increase the value of the pavilion to £65,000 for insurance purposes. Cllr. Roy Dowding will try to arrange a professional revaluation.

ACTION: Clerk and Cllr. Roy Dowding to progress.

b) The Council approved the Internal Controls Statement for the financial year 2021-2022.

8. Finance

a) The Council agreed to appoint the Clerk as an authorised signatory and to set up internet banking to enable online bank transfers.

b) The Council ratified the following payments which were made during the period of National Mourning:

Details	Payee	Amount	Power
Electricity	British Gas	£27.26	LGA (MP) 1976 s.19
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Monthly Play Equipment Inspection - Aug	Julian Cusack	£142.56	LGA (MP) 1976 s.19
Monthly Play Equipment Inspection - Sep	Eastern Play Services Ltd	£132.00	LGA (MP) 1976 s.19
Pavilion Cleaning	Julian Cusack	£25.00	LGA (MP) 1976 s.19
Annual Play Equipment Inspection	David Bracey	£120.00	LGA (MP) 1976 s.19
Insurance Premium	Business Services at CAS	£330.23	LGA (MP) 1976 s.19
Pavilion Flooring	Cadman Flooring Ltd	£864.00	LGA (MP) 1976 s.19

c) The Council authorised the payments below.

Details	Payee	Amount	Power
Monthly Play Equipment Inspection - Sep	Eastern Play Services Ltd	£132.00	LGA (MP) 1976 s.19
Pavilion Cleaning	Julian Cusack	£32.00	LGA (MP) 1976 s.19

The meeting closed at 7:50 pm.