

**Jubilee Field Management Committee Minutes**  
**Thursday 31<sup>st</sup> August 2023, 7.30 PM at the Kathie Lamb Centre, Jubilee Field**

**1. Attendance**

In Attendance: Adele Sharp, Chris Rhodes, Melanie Alesi, Nic Stonebridge, Bill McLaughlin, Kirsty Edmonds, Lee Seal,

Apologies from: Dean Fuller, Steve Downey, Justin Birkby, John Perry,

**2. Approval of previous minutes – Approved.**

**3. Matters arising**

- a) Dean Fuller came in runner up in the Groundkeeper nominations.
- b) Tanoy – this has been tested and is working. Not to be used until Sept 18<sup>th</sup> until SPC meeting has been held. Cupboard to be fitted to wall to secure microphone  
NC proposed KE seconded, unanimous decision.
- c) Hedge – hedge has been cut.

**4. Treasurer's Report – Attached to end of minutes.**

- a) Income is slightly down due to refunds of fees due to pitch conditions earlier in year.
- b) Fees to be raised in line with inflation (10%)
- c) Attendances are up across all matches.

**5. Updates on Outstanding requests to SPC**

- a) Carpark Gate/Overhead Barrier – still awaiting PR to get quote from TNS.
- b) Roller Door – agreed in previous minutes for a manual roller shutter for front and rear doors, still awaiting PR to get quote.

**6. Upcoming Events**

- a) 23<sup>rd</sup> September 2<sup>nd</sup> Round Qualifying Match

**7. 3G Pitch Update**

- a) Groups Consultation Meeting at Village Centre 7.30pm 11<sup>th</sup> September
- b) Public Consultation Meeting at Village Centre 7.30pm 19<sup>th</sup> September

**8. Requests From SMFC**

- a) Freezer and Fridge in the Pavilion kitchen are not working correctly – both to be removed and collection arranged with council for collection – SMFC will cover

cost (£42). 1 x large fridge (JMFC asset) too be retained, 1 x large freezer will be supplied by Seniors on loan at no charge.

- b) 2x Kettles passed PAT, additional 2x Kettles failed PAT test, to be disposed of.
- c) Looking at possible Grant for Boiler replacement

#### **9. Maintenance Work**

- a) Extractor Fan - agreed in previous minutes, fan to cost £279, delayed due to finances. Extractor fan to be supplied by JMFC, SMFC will cover cost of installation.
- b) Padlock – this has been returned.
- c) Painting – JMFC wish to say a huge thanks to the SMFC and all involved for supplying and carrying out the painting of the Pavilion. Paint that was previously bought that was supposedly missing has been found in the loft at the Pavilion.
- d) Pavilion Cut Edge Corrosion – Recent checks on roof have highlighted edge corrosion of the roof, this is under investigation as soon as possible for a potential course of action.
- e) Ditches – as SPC feedback – to carry out the maintenance of the ditches, the hedges must be cut back further. SPC to cover costs of ditch maintenance including hedges. Once works are complete, JMFC to cover any future hedge cutting costs.
- f) Hand Dryers in Ladies and Disabled toilets in Pavilion – Arrangements to be made with George Rodgers to assess what is needed for repairs.

#### **10. Updates**

- a) Junior Section – currently 300+ children forming up 21 teams, 7 girl's teams, 2 teams in development, U21 team and U18 team.
- b) Senior Section – currently 3 teams, Men's 1<sup>st</sup> Team, 3 new players all local. Women's Team, 2 girls moved up from juniors, 1 ex junior returned. U23 team.
- c) Guides Section – No updates as currently on break for summer holidays.

#### **11. AOB**

- a) 3G Fencing – current plan shows fencing around site for the new 3G, request for area around the KLC to be secured off for use by Girlguiding Centre.
- b) Roof – covered in Maintenance.
- c) Fire Risk Assessment - Fire Risk assessment carried out in Pavilion – several issues to be rectified – Locks are to be fitted to cupboards with flammable substances. Proposed by NS, seconded by AS – SMFC will cover costs.

- d) Electricity Feedback – several things flagged; lights being left on overnight, possible failing light sensors, showers heating multiple times during day. Electricity use is approx. £4 per day normally up to £12 per day on match days. Non correct functioning of Fridge and Freezer possibly an issue, to be replaced as item a in section 8 of minutes.
- e) Jubilee Fields CCTV – SPC currently not satisfied with CCTV service from current provider, looking for a new provider. With the 3G pitch facilities coming to Jubilee Field an upgraded CCTV will be installed then. Rather than upgrade the system now and then again when the 3G is to be set up possible solutions are being reviewed in the interim. Following SPCs example where they have currently installed a “Ring” doorbell with camera on the front door of the community offices, this maybe a possible solution in the short term for the Pavilion and Kathie Lamb Centre to cover doorways using Wi-Fi linked Camera/Doorbell with Camera.
- f) Pavilion Lease – check of Pavilion lease to review any additional charges for the use of the kitchen to supply food and drinks during matches. AS to check with RG when lease is up for renewal.
- g) Possible Girl Guiding Boot Fair – request to organise a possible indoor/outdoor boot fair to be arranged in 2024 – agreed by JMFC no additional rental charges but a donation to be given to JMFC after the event.

**12. Date of next Meeting – Thursday 5<sup>th</sup> October 7.30pm at Nigel Best Pavilion**

Period 1/1/23 to 31/12/2023

Income:	2023	2022	Expenditure:	2023	2022	
Junior Hire	4,182.60	5,090.70	Electric Pavillion	2,091.28	2,182.00	Electric £344.82 per month from 05/23
Senior Hire	3,292.00	3,630.00	Electric Pump		80.00	£10 per month. Guides pay half
Seniors (Electricity contribution)	250.00					
Grants			Covid-19			
Mowing	1,500.00	2,500.00	Rates	294.40	531.00	
SPC - Mower repair reimbursement	564.33	0.00	Donations			
Soccer Schools and parties	595.00	482.50	Groundsman and Diesel	3,480.00	3,708.36	Dean invoices each month
Guides (Electricity contribution)	25.00	82.77	Cleaning	1,125.00	1,250.00	£125 per month
Electric refund			Pavillion Repairs			
OB difference			General Maintaince			
						Business Stream £21 per month (From 11/22), Castle 6 monthly bill.
Money held (SMFC)			Water	476.00	763.38	
			Sam Gower (Carpentry)			
			Geoff Fagg (Lean to repair)		230.00	
			Maclin Pumps	600.00	246.00	
			D.W. Bennett (Mowing)			
			Homeleigh			
			Line marker	124.70	345.55	
			Pavilion maintenance		632.91	
			Staplehurst Mowers		564.33	
			Forestry First	570.00		
			Kent & Sussex Tree Care			
			Green Box Recycling (Groundworks)			
			Origin (Grass seed)	432.90	1,071.30	
Balance B/F 1 January	3,750.03	5,820.46	Pitch Maintenance	426.00	213.00	
			Idea Signs			
			Stadia Sports		175.20	



Jubilee keys		217.00
Jubilee padlocks (amended charge)	4.56	330.77
Flexible hose		95.16
New larger bin		465.40
Retirement (Nigel Best & John Gower)		473.50
County Fire	1,053.56	96.00
Post brackets and paint		185.54

10,678.40	13,856.40
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Balance	14,158.96	-17,606.43
	3,480.56	3,750.03
as of 24/07/23	3,480.56	3,750.03

Less: Unpresented cheques:  
SMYFC  
Guides

Balance per Bank Statement	3,480.56	3,750.03
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Projected Accounts - Period 1/1/21 to 31/12/2023

<u>Income:</u>	<u>2023</u>	<u>2022</u>	<u>Expenditure:</u>	<u>2023</u>	<u>2022</u>	
Junior Hire	6,274.80	5,090.70	Electric Pavillion	3,470.56	2,182.00	Electric £156 per month from 01/23
Senior Hire	4,788.00	3,630.00	Electric Pump		80.00	£10 per month. Guides pay half
Seniors (Electricity contribution)	600.00					
Grants			Covid-19			
Mowing	3,000.00	2,500.00	Rates	294.40	531.00	
SFC - Mower repair reimbursement	564.33	0.00	Donations			
						Dean invoices
Soccer Schools and parties	610.00	482.50	Groundsman and Diesel	6,232.00	3,708.36	each month
Guides (Electricity contribution)	100.00	82.77	Cleaning	1,500.00	1,250.00	£125 per month
Electric refund			Pavillion Repairs			
OB difference			General Maintenance			Business Stream £21 per month (From 11/22), Castle 6 monthly bill.
Money held (SMFC)			Water	739.00	763.38	
			Sam Gower (Carpentry)			
			Geoff Fagg (Lean to repair)	250.00	230.00	
			Maclin Pumps	600.00	246.00	
			D.W. Bennett (Mowing)			
			Homeleigh			
			Line marker	187.05	345.55	
			Pavilion maintenance		632.91	
			Staplehurst Mowers		564.33	
			Forestry First	570.00		
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	County Fire	473.50
	Post brackets and paint	96.00
		185.54
		1,053.56
		15,760.03
		13,856.40
Balance	19,687.16	17,606.43
	3,927.13	3,750.03
as of 31/12/23	3,927.13	3,750.03
Less: Unpresented cheques:		
SMYFC		
Guides		
Balance per Bank Statement	3,927.13	3,750.03