

NEWPORT PLAYING FIELD TRUSTEES MEETING
7pm 27th FEBRUARY, 2012.
ECO CENTRE, LOWER ST. MARY STREET, NEWPORT

AGENDA:

Minutes of the Meeting held on the 30th January 2012.

Matters Arising

Temporary Caretakers' Report

Correspondence

Finance

A.O.B.

.....*Janet Weston*.....Secretary

NEWPORT PLAYING FIELD TRUSTEES MEETING
30th JANUARY 2012
ECO CENTRE, LOWER ST. MARY STREET, NEWPORT

PRESENT: Cllr. Byron James (Chairman)
Cllrs. Paul Harries, John Humphrey, Mike Mathias,
Peter Harwood, Mike Phillips, Mike Sajko,
Soo Hutchinson & John Rowe Lewis.

APOLOGIES FOR ABSENCE: Cllr. Daron Paish & DROS PLANT REPRESENTATIVE
Giancarla Cafolla

In his position as Town Mayor with the Mayoress the Chairman had officially opened the extended and refurbished changing rooms on Saturday 28th January. After the ceremony members of Dros Plant had provided light refreshments for everyone. The new extension was tastefully decorated with childrens toys and equipment. In attendance were various Members of the local community, PLANED past and present staff, Property Refurb's partners, school Headteacher, and several very young children and their parents.

MINUTES: Subject to paragraph one being amended to read that "an example was given that the former (Dros Plant) pay £5 per session" and paragraph three that "on the subject of a Caretaker Cllrs. Harries, Sajko & Phillips + G. Cafolla volunteered to undertake this work for 2 months" the Minutes of the Meeting held on 9th January 2012 were resolved as correct by Cllrs. Peter Harwood & John Humphrey and agreed by all present.

MATTERS ARISING:

The two legal documents mentioned in paragraph four have still to be located.

Cllr. Harries confirmed that the Building Contractors officially completed their work and handed the keys over on the 16th January.

Cllr. Harwood said he would now undertake the risk assessment.

On the subject of the letter from the Rugby Club Secretary dated 9th January, the Club have now been given a draft Terms of Use document. Cllr. Harries drew attention to the sum of £15 suggested for Rugby practice when only half the changing rooms facilities are used and asked for opinions on a charge of £10. Cllrs. Humphrey and Phillips proposed and seconded the £10 charge.

The Secretary was requested to contact Mr. Oliver Cooper for the Rugby Club's comments and return of the Terms of Use document.

The Secretary reported that Mr. Clark and Miss Dilys Evans from the Tennis Club were very impressed with the refurbishment of the changing rooms and may wish to use the facilities.

Cllr. Harries reported that the Mother & Toddler Group had their first session in the refurbished and extended building today.

Angharad Davies, Dros Plant has been given keys to the building. The fire alarm code has been displayed on a key box adjacent to the alarm.

FINANCE:

Cllrs. Hutchinson and Phillips proposed and seconded the payment of £3,582 to Property Refurb for additional work carried out at our request ie new floor covering, fire alarms, repaired benches etc., plus £201.12 for fire extinguishing equipment to Pembrokeshire Fire & Safety.

Trustees were reminded that we still have to reimburse PLANNED for our 10% contribution towards the main cost of the new extension which will be in the region of £12,000.

We have been given to understand from Mr. C. Richards PCC Environmental Health Inspector that a separate hand washing sink and dishwasher will be required in the new kitchen.

The Secretary has been endeavouring to obtain competitive quotations for the combined supply of gas and electricity for the changing rooms, and whilst this has been obtained from British Gas SWALEC have informed her that the changing rooms are under contract to obtain the electricity supply from them until the end of this year. The cost of a release fee will be sought.

SKATE PARK:

The latest inspection report was given to the Secretary, and will be forwarded to PCC in the usual way.

Newport Playing Field correspondence 27th Feb 2012.

1. SK8 Park Inspection
2. Letter to Property Refurb.
3. Letter to Pembrokeshire Fire and Safety.
4. E-Mail from Oliver Cooper re Changing Rooms and reply.
5. Changing Room Booking Form 30th Jan – 12th Feb.
6. PAVS offering admin help.*
7. Dyfed Alarms Annual Maintenance Contract.
8. Charity Commission News*

* Indicates correspondence already e-mailed to Cllrs