Oldbury on Severn Parish Council

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NOTICE OF AN ORDINARY MEETING OF PLAYING FIELDS COMMITTEE

I hereby give notice that an Ordinary Committee Meeting will be held on **Tuesday 21st February 2023 at 7.30pm at The Pavilion, Westmarsh Lane, Oldbury on Severn, BS35 1QD**

Clerk to Oldbury on Severn Parish Council, Victoria Bailey

Agenda

1. To accept apologies for absence

2. To receive declarations of interest on items in the agenda

3. Approval of minutes of the previous meeting held on 13/12/2022 (paper 1)

4. Public Forum

5. Chairman's Report

6. To receive an update from the Chairman on the following projects:

6.1 Sky lights insulation and covering once the new window is installed (new window was agreed to be paid for by Oldbury on Severn Parish Council on 03/05/2022)

6.2 The new entrance door into the pavilion

6.3 Update on plans to improve the kitchen and toilet area

6.4 Timeframes of completion for the listed projects

7. Children's play area and equipment update:

7.1 Items required for the park; verbal progress report from Cllr Laura Day and Ian Knapp (paper 2)

7.2 Play parks monthly safety report - December 2022 (paper 3)

8. Financial summary:

8.1. Payments List 12/10/2022 to 08/20/2023 **total: £2331.41**

Date	Description	Supplier	Total
12/10/2022	Cleaning	Elite Hygiene Services	239.46
01/11/2022	Water supply	Water2business	32.00
01/11/2022	Electricity supply	E-on next	80.00
08/11/2022	Cleaning	Elite Hygiene Services	201.12
30/11/2022	LPG fuel tank fill	Avanti Gas	740.82
01/12/2022	Water supply	Water2business	32.00
07/12/2022	Cleaning	Elite Hygiene Services	251.40
07/12/2022	Electricity supply	E-on next	80.00
03/01/2023	Water supply	Water2business	32.00
09/01/2023	Electricity supply	E-on next	80.00
11/01/2023	Cleaning	Elite Hygiene Services	239.46
01/02/2023	Water supply	Water2business	32.00
03/02/2023	Cleaning	Elite Hygiene Services	211.15
07/02/2023	Electricity supply	E-on next	80.00

8.2 Receipts List 12/10/2022 to 08/02/2023 total of **total: £3,393.05**

Date	Description		Supplier	Amount
13/10/2022	Cricket Club utility recharge		Oldbury on Severn Cricket Club	766.72
01/11/2022	Room hire		Busy Bees	333.33
17/11/2022	Cricket Club utility recharge		Oldbury on Severn Cricket Club	721.00
01/12/2022	Room Hire		Busy Bees	500.00
22/12/2022	Room Hire		Whist Drive	72.00
03/01/2023	Room Hire		Busy Bees	500.00
01/02/2023	Room Hire		Busy Bees	500.00

8.3 To agree Eon will increase the monthly electricity direct debit from £80 to £122.51 which accurately reflects the electricity usage in the pavilion from 07/04/2023 which will be ratified at Full Council

9. Update on a smart metre being fitted in the pavilion

10. To agree the change in the terms and conditions of hire which now contains a fair usage of electricity clause as well as banning electric cars using the pavilion's electricity supply to charge (paper 4 – amendments highlighted in red) which will be ratified at Full Council

11. To agree the need for a communications, advertising and promotions officer with the aim of increasing publicity and bookings of the pavilion and playing field; also to seek funding opportunities

12. Football field update

13. Grass cutting update

14. Cricket Club update

15. Fixed assets list

16. PFC risk reduction checklist

17. Busy Bees update

18. Update on noticeboard

19. Pavilion heating

20. A.O.B.

21. Close of meeting

Next meeting date: Tuesday 25th April 2023

Additional papers:

Paper 1: Minutes 13/12/2022

Paper 2: Purchase list for play equipment

Paper 3: Park Safety Report December 2022

Paper 4: Terms and Conditions of Pavilion Hire