



QUEEN CAMEL PARISH COUNCIL

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AGENDA

Meeting of the Queen Camel Parish Council Playing Field Management Committee on Monday 5th February 2024 at the Memorial Hall, Queen Camel at 7.30pm

All members of the Playing Field Management Committee are summoned to attend.

The meeting will begin after an opportunity for members of the electorate of the parish to speak. This is restricted to approximately 15 minutes in total, but shall be at the Chairman's discretion.

PFMC02/01 To **APPROVE** as a correct record, minutes of meeting held on 8/1/24

PFMC02/02 To **RECEIVE** and consider for approval, apologies for absence

PFMC02/03 To **RECEIVE** any Declarations of Interest

PFMC02/04 To **CONSIDER** any correspondence received

PFMC02/05 To **RECEIVE** an update and **DISCUSS**

- I. actions from previous meeting
- II. other outstanding actions listed in report [2024-02 February\PFMC Actions.pdf](#)

PFMC02/06 Administration

- a) To **ELECT** Chair for next meeting
- b) To **RESOLVE** who holds Chair responsibility between meetings
- c) To **DISCUSS** potential for PFMC to become a Working Group of the Parish Council
- d) To **DISCUSS** circulated Terms of Reference for PFMC Working Group
- e) To **CONSIDER** review of PFMC current Terms of Reference
- f) To **DISCUSS** review of the Playing Field Risk Assessment
- g) To **RECEIVE** information document relevant for Playing Field processes

PFMC02/07 Pavilion

- a) To **DISCUSS** current situation and emerging issues with the Pavilion.

PFMC02/08 Playing Field

- a) To **DISCUSS** current situation and emerging issues with the Playing Field
 - I. To **RESOLVE** how to progress the rotten gate post nearest to tennis court
- b) To **CONSIDER** Management and Maintenance of playing field and **RESOLVE** if it should go to Tender
- c) To **RESOLVE** field maintenance schedule for the coming season
- d) To **RECEIVE** an update on Ilchester Youth Football Club
 - I. To **DISCUSS** parking issues created by Ilchester Youth Football Club playing at Queen Camel Playing Field

- II. To **RECEIVE** an update on income and expenditure for Ilchester Youth Football Club
- III. To **RESOLVE** amendment to pitch hire fees for use of pitch by Ilchester Youth Football Club
- e) To **RESOLVE** hire charges for Queen Camel Playing Field for the coming 12 months
- f) To **RECEIVE** update that Parish Council supports repositioning of Cricket nets and for PFMC to progress in liaison with Queen Camel Cricket Club

PFMC02/09 Equipment Shed

- a) To **DISCUSS** current situation and emerging issues with the Equipment Shed.
- b) To **DISCUSS** current situation and emerging issues with the maintenance equipment.
 - I. To **RECEIVE** an update on the Gang Mowers and **RESOLVE** service and maintenance.
 - II. To **NOTE** authority from Parish Council for up to £700 spending on service of Gang Mowers.

PFMC02/10 Play Area

To **DISCUSS** current situation and emerging issues with the Play Area

PFMC02/11 Playing Field Marketing

- a) To **DISCUSS** Playing Field marketing opportunities (from meeting 2/10/23)

PFMC02/12 Club Reports

- Cricket Club: To **RECEIVE** updates from PFMC members
- Tennis Club: To **RECEIVE** updates from PFMC members

PFMC02/13 Looking ahead

To **DISCUSS** calendar items and events for the forthcoming 6 months

PFMC02/14 Finance Report

- To **NOTE** details of budget and expenditure for PFMC – headlines
- To **RESOLVE** any identified spending anticipated during this reporting period

Date of next meeting: Monday 8/4/24

Cherry Toop

Parish Clerk