



## QUEEN CAMEL PARISH COUNCIL

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### AGENDA

## Meeting of the Queen Camel Parish Council Playing Field Management Committee on Monday 9th January 2023 at the Memorial Hall, Queen Camel at 7.30pm

**All members of the Playing Field 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.

**PF01/01 Apologies for absence**

**PF01/02 Declarations of Interest**

**PF01/03 Minutes of previous meeting to be confirmed as correct**

To **APPROVE** as correct record of meeting of the previous meeting held on 3<sup>rd</sup> October 2022.

**PF01/04 Correspondence.**

**PF01/05 Chairperson's Report (Discussion Document) – Update on Playing Field matters since last meeting, details of completed Actions and completed tasks since last meeting, Held Actions and those ongoing but not topic of this agenda.**

**PF01/06 Administration Report**

- a) To **DISCUSS** coordination of volunteers and roles on the Playing field (A165 and A166)
- b) To **DISCUSS** holding a Playing Field Showcase event for all sports activities (A139)
- c) To **RESOLVE** amendments to PFMC Terms of Reference regards election of Chair. (A161)
- d) To **AGREE** any new Actions

**PF01/07 Pavilion Report**

- a) To **RECEIVE** update on progress and maintenance of pavilion and required works to be completed (A160)
- b) To **IDENTIFY** maintenance team for ongoing works on the pavilion
- c) To **AGREE** any new Actions

**PF01/08 Playing Field Report**

**1) Field**

- a) To **RECEIVE** an update on the Community Compost bin- location/management plan and timescale (A104)
- b) To **REVIEW** the situation with dogs off lead and dog mess on the field (A149)
- c) To **NOTE** the donation of a commemorative bench from Jubilee Committee and **ARRANGE** its installation (157)
- d) To **DISCUSS** purchase of additional youth goal and spares to repair current youth goal (A159)

**2) Play Area (No outstanding actions)**

- a) To **NOTE** the update on the Play Area replacement (Chairman's report)

**3) Equipment**

- a) To **DISCUSS** maintenance/servicing and management of equipment

- 4) To **AGREE** any new Actions

**PF01/09 Club Reports**

- a) **Cricket Club** To **RECEIVE** updates from PFMC members

- b) **Tennis Club** To **RECEIVE** updates from PFMC members

**PF01/10 To DISCUSS Scheduled events for next 6 months**

**PF01/11 To DISCUSS Outstanding work to be conducted**

**PF01/12 Finance Report**

- a) To **RESOLVE** to request the PC that the Asset money transferred from the PFC to be assigned for replacement of maintenance equipment and/or long-term recreational facilities. (A158)
- b) To **NOTE** details of expenditure and budget (headlines)
- c) To **RESOLVE** and identified spending anticipated during the next reporting period

**Date of next meeting: Scheduled for 3/4/23.**



Elaine Owen  
Parish Clerk