

**Minutes**  
**Burton-in-Lonsdale Parish Council Recreation Committee**  
**Meeting of 7.15pm Thursday 10<sup>th</sup> November 2016**  
**Sports Pavilion, Recreation Field, Bentham Moor Road,**  
**Burton in Lonsdale**

**Present:** Ian Parker (Chair), Ian Thompson, Margaret Mason.

**In attendance:** The Clerk

**Apologies:** Mike Illsley

**1 Code of Conduct and Disclosable Pecuniary Interests**

To record any Committee Member's Disclosable Pecuniary Interest relating to this Agenda

No interests were declared.

**2 Minutes and Matters Arising from 29<sup>th</sup> September 2016 meeting**

The Minutes for 29<sup>th</sup> September 2016 meeting were circulated and taken as read.

**Resolved**

The Minutes were accepted as an accurate record and signed at the end of the meeting.

**3 Bookings and Payments**

a) Website bookings and payments: report re progress to update website as per last meeting's resolution

No further progress reported.

b) Bookings: report re October, November and December bookings

Bookings filtering through either by telephone or by email. Clerk prepares invoice for payment before booking date, to be paid to secure the booking.

Noted: increasing bookings will rely on visibility through the *Burtonian*/website/word of mouth. BRG to be asked to help with administration if marked increase in bookings.

**Resolved**

To place regular advert in *Burtonian* to encourage more bookings.

**4 Maintenance**

a) Pavilion:

- provision of further items for building

Cllr Mason to research cost of blinds for Social Room and a flat hot plate for cooking items such as soups.

Ringed hot plate for keeping items warm and water heater purchased; do not require PAT as new items.

- inspection and cleaning: report

Cleaning and inspection being done on regular basis, at a cost of approx £30/month, depending on level of use.

- items requiring attention: immediate/short/long term

I.T. and M.I. will be working through the action list on a regular basis; additional items to be notified to them for action.

Store room shelving: M.I. and I.T. have completed installing shelving; M.I. designing storage section for tables, to be made as soon as possible.

Outside gutters: I.T. drew meeting's attention to Hedgehog Gutter Brush Leaf Guard Leaf Filter which can be used to deflect leaves from gutters.

**Resolved**

To buy sufficient lengths to place in gutter at rear of building.  
To buy a step ladder for both inside and outside work.

West wall render: builder will be asked when date for replacement likely to be; to be asked to do for least cost possible as initial work not successful.

- b) Supplies purchases  
Clerk to purchase everyday items (paper towels, cleaning materials) when required.
- c) Play Area
  - Items for attention arising from annual safety inspection  
I.T. noted the items in the report; the mini roundabout foot pedal will not be mended for the time being, as the roundabout appears to be working satisfactorily and safely. Other items will be monitored.
- d) Grass Cutting and football pitch marking  
I.T. reported Wray AFC is assisting with marking out the pitch; grass cutting finished at the end of October.
- e) BCS Power Supply box: update  
I.P. reported the new power supply box has been connected; associated work regarding the car park area will be completed shortly; the sub surface is in place and will be covered with clean stone gravel.

**5 Finance**

- a) Bookings income  
The Clerk reported income at £852, which includes £480 from Burton AFC re the 2015-16 season. Expenses £723 to date  
The capital account is in the Appendix below.
- b) Electricity tariffs: update re supplier change.  
The change of supplier is in hand and should be effective by the month end.
- c) VAT: YLCA advice (if received). Not yet received.
- d) 2017-18 budget  
I.T. reported the capital expenditure programme is now complete.

**Resolved**

To ask BRG to close the capital account; the difference will be reimbursed to the Parish Council.

The revenue account is approximately minus £400. It was considered the Parish Council could afford the low income in the short term, whilst establishing regular use of the Pavilion and Recreation Field. Maintenance costs to be identified separately from operational costs.

**Resolved**

The 2017/18 budget for the Recreation Field and Sports Pavilion to be discussed in detail at the Finance Committee budget meeting on 17<sup>th</sup> November 2016; to use the sum set aside by the Parish Council for Pavilion maintenance for legitimate maintenance costs.

**6 Date, time and venue next Recreation Committee meeting**

**Resolved:** next meeting to be held at 7.15pm on Thursday 16<sup>th</sup> February 2017, at Sports Pavilion.

Meeting closed at 7.52pm.

See over for signature

**Signed** .....

**Dated**.....

**CAPITAL RECEIPTS**

|               |                                       |                   |        |
|---------------|---------------------------------------|-------------------|--------|
| 2005-6        | set aside for BRG                     | 1,667.00          |        |
| 2006-7        | set aside for BRG                     | 1,667.00          |        |
| 2007-8        | set aside for BRG                     | 1,667.00          |        |
|               |                                       | <u>5,001.00</u>   |        |
| <b>Mar-12</b> | <b>Remaining at ye 31.3.2012</b>      | <b>2,334.00</b>   |        |
| Feb-14        | BRG repayment to Parish Council       | 800.00            |        |
| Mar-14        | HCA                                   | 2,700.00          |        |
| Apr-14        | HCA                                   | 700.00            |        |
| 10.04.15      | Sport England (1st tranche)           | 18,701.00         |        |
| 01.05.15      | Football Foundation                   | 15,084.00         |        |
| 08.05.15      | Sport England (2nd tranche)           | 18,701.00         |        |
| 29.05.15      | Sport England (3rd tranche)           | 12,598.00         |        |
| 24.07.15      | Football Foundation 2nd tranche       | 21,451.38         |        |
| 29.07.15      | Burton Regeneration Group (CDC grant) | 10,000.00         |        |
| 14.08.15      | Football Foundation 3rd tranche       | 7,498.61          |        |
| 18.09.15      | BRG contribution                      | 13,113.83         |        |
| 25.09.15      | Football Foundation 4th tranche       | 3,897.00          |        |
|               | Football Foundation final tranche     | 2,069.01          |        |
| 13.01.16      | BRG donation re heat pump             | 6,815.00          |        |
| 25.04.16      | BRG re chairs purchase                | 1,014.02          |        |
| 09.06.16      | BRG re tables                         | 336.50            |        |
|               | Grand Total Receipts                  | <u>137,813.35</u> |        |
|               | Balance capital account               |                   | -26.24 |

**CAPITAL PAYMENTS**

|          |   |                   |
|----------|---|-------------------|
| 27.09.07 | Burton Regeneration Group 1st tranche grant                         | 1,667.00          |
| 27.10.11 | Burton Regeneration Group (grant: new play equipment)               | <u>1,000.00</u>   |
|          |   | 2,667.00          |
| 24.01.13 | Burton Regeneration Group re architect drawings                     | 500.00            |
| 27.06.13 | Burton Regeneration Group (re architect fees)                       | 300.00            |
| 23.01.14 | Craven District Council sports pavilion planning application        | 577.50            |
| 27.02.14 | Ian J Potts (sports pavilion architect fees)                        | 1,200.00          |
| 01.07.14 | Ascent Building Control Ltd   | 390.00            |
| 25.09.14 | Ian J Potts Assoc Ltd (re sports pavilion)                          | 340.00            |
| 06.03.15 | Craven District Council planning fees                               | 97.00             |
| 26.03.15 | GB Building: 1st stage: concrete footings, block work out of ground | 18,701.33         |
| 30.04.15 | GB Building: 2nd stage payment to roof height                       | 18,701.33         |
| 21.05.15 | GB Building: 3rd stage payment                                      | 18,701.33         |
| 26.05.15 | Electricity North West re supply relocation                         | 982.22            |
| 25.06.15 | GB Building: 4th stage payment                                      | 18,701.33         |
| 01.07.15 | GB Building: 5th stage payment                                      | 18,701.33         |
| 23.05.15 | I Thompson re security system                                       | 249.99            |
| 10.08.15 | GB Building: 6th stage payment                                      | 18,701.33         |
| 10.08.15 | I Thompson re paint for interior                                    | 49.64             |
| 19.08.15 | I Thompson painting materials                                       | 7.34              |
| 24.09.15 | GB Building   | 9,896.16          |
| 24.09.15 | Hunter Fabrications   | 350.00            |
| 24.09.15 | ICON re signage re funding  | 68.75             |
| 29.09.15 | Electric supply   | 150.60            |
| 01.10.15 | Signs Express (sign for building)                                   | 227.75            |
| 30.10.15 | J Rowsell (waterheater, pavilion)                                   | 219.00            |
| 30.10.15 | Peter Allen Floor Coverings Ltd (re pavilion)                       | 1,054.17          |
| 26.11.15 | GB Building   | 287.18            |
| 26.11.15 | I Thompson items for social room                                    | 291.85            |
| 13.01.16 | Hero Renewables Ltd (re heat pump for Pavilion)                     | 6,815.00          |
| 18.04.16 | I R Thompson re seats purchase for pavilion                         | 1,014.02          |
| 26.05.16 | I R Thompson e tables for pavilion                                  | 336.50            |
| 23.06.16 | Lampe UK re toilet roll holders                                     | 62.92             |
| 22.08.16 | FR3 Ltd re towel holders  | 114.04            |
| 27.10.16 | I R Thompson re hot plate & water urn for kitchen                   | 49.98             |
|          | Grand Total Payments  | <u>137,839.59</u> |