



WALSHAM-LE-WILLOWS PLAY COUNCIL
DRAFT MINUTES of Meeting Tuesday 27th March, 2018.
Held at 7.30pm at the Six Bells

PRESENT Quentin Cass, Liam Nichol, Emma Wade, Richard Belson, Brian Kinnair,
Trevor Roberts, Kevin Boardley, Emma Hall, Joe Jesney

1. Minutes of meeting held on 20th February were agreed

2. Matters arising:

- **Minutes of last meeting published in Observer and on village website**
- **Quentin has circulated** previously compiled list of proposed development for discussion.
- Emma Wade has made great start at drumming up members for new facebook page and will continue to encourage committee membership.
- Priory Room booked for AGM on 23rd May 2018 at 19:30
- Current committee is focused on getting publicity into the May edition of the Observer and on the website that gives villagers an outline of some ideas for development with an indication of costs of new equipment, fundraising requirement and funding sources all of which may help to elicit interest in Committee roles for the AGM.

3. Committee update (new members)

QC and RB outlined current position and what was involved to the two new members present, Joe Jesney and Emma Hall. QC had spoken to Diane Howes who is happy to help out **as a general committee member** but will find it difficult to attend evening meetings. Emma Hall can contribute knowledge of working with section 106 funding and working with developers. Joe Jesney has numerous contacts with contractors which may be helpful for maintenance, but said they would want to know they were covered by Public Liability Insurance (PLI) **if they were undertaking work without payment**. QC confirmed that the Play Council Insurance includes PLI **cover for the public use of the park as a play area but would need to check further about the extent to which this covers contractors work**. It was discussed that it would be usual for contractors to hold their own indemnity insurance but noted that this may not apply to unpaid work. **which would cover contractors**.

4. Treasurer/finance update

QC has handed over all existing financial paperwork and records to BK. BK advised that he was prepared to remain on the Play Council as Treasurer if elected at the AGM. There were further discussions about financial responsibilities as between Parish Council and Play Council. **QC said that the Parish Council would be assuming direct financial responsibility for ongoing day to day costs such as grass-cutting and insurance from 1st April 2018.** RB confirmed this was the case. It was noted that the Play Council does not expect much in the way of regular recurring income or outgoings from this point – the financial matters of the Play Council will be focussed around fund-raising for specific matters. **with regard to obtaining funding from other organisations**. BK emphasised that the Play Council and the Parish Council needed to work together if the Play Council is to remain active.

BK advised that there are two existing bank accounts for the Play Council; one held as a day to day account (Santander) and one held for reinstatement (Britannia). Discussion ensued about the 'reinstatement' account which holds about £1,900. QC noted that this was understood to be held for reinstatement if the park land had to be returned to its original state – i.e. removal of equipment – although not aware of documentation to support this. Consequently this account has not been used over recent years. QC said that in principle it was agreed that this fund could be held by the Parish Council as the tenant responsible for

reinstatement of the land. However, QC also suggested that a new Play Council Committee may wish to discuss the use of these funds further with the Parish Council. It was agreed that the balance in the Britannia Building Society book (now CoOp), which was agreed as the reinstatement fund, will be transferred to the Parish Council. There was a question about two historic withdrawals which BK thought need to be followed up.

The other account is the **Santander account**; BK proposed that new signatories were arranged from current **interim** committee members other than QC who is stepping down in May. There was a lot of discussion about the known difficulties with making changes to charity bank accounts generally and therefore on the timing for this. There were strong arguments put both ways but it was decided to leave this until after the May AGM when hopefully there will be new Committee members and more potential signatories.

ACTIONS:

KB Check Parish Council Minutes for reference to withdrawals (£600 18/05/1989 and £2016.51 10/02/2006) (£1000 in 2008/09?) and also ask previous Clerk for any recollections.

QC Contact existing Britannia signatories who are no longer on the Committee, Nicki and Helen to advise of plan and the need for their help to change signatories.

QC Will assist to ensure BK has supply all information required to BK in order to facilitate the preparation of a full set of accounts for the AGM.

BK / QC offered to chauffeur Nicki and Helen current signatories to Ipswich to facilitate the transfer of the Britannia (CoOp) balance.

KB to pass Parish Council bank details to QC

Commented [QC1]: This £2016 was a deposit, not a withdrawal..? Most likely to be an old annual payment from the Parish Council. The other withdrawal was £1000 in 2008/09 from recollection of the discussion (Brian to confirm)?

There was a 10 minute break in the meeting

5. Facebook page and feedback/responses

Emma Wade reported 84 members and a lot of comment and interest on the new Play Council facebook page having asked for suggestions. Two definite conclusions are a demand for swings and facilities for younger children. More questions will be asked about how the current facilities are used and the age of children using the play park. It was agreed this would be a good medium for the public consultation.

ACTIONS:

EW will circulate an email of screenshots from facebook page

QC will provide more photos of the park to EW for FB page

6. Immediate priorities

Emma Wade reported on the condition of the skate ramps which she said her son would not use. It was agreed that this was a top priority (as already identified by last ROSPA report). QC said that there were differing opinions on the repairability of the ramps and that patch repairs had been undertaken to the ramps in the meantime. LN asked who was ultimately responsible for the upkeep and maintenance of the equipment in the park (including the skate ramps). QC advised that this had been discussed with Parish Councillors over recent months as part of the handover of financial responsibilities for day to day matters. It was noted that the Parish Council is responsible under the lease for keeping structures and boundaries in good repair. The Play Council's role is the provision of play facilities/equipment. It is agreed that the Parish and Play Council need to work together to

upkeep and maintain the park. QC proposed that further discussion with the Parish Council may be needed to agree specific responsibilities going forward.

It was agreed that the repainting of the train was also a good vehicle for trying to engage more people with the committee. LN has some paint. There was a proposal for arranging an informal meeting at the play park before the AGM as another way of drumming up more support.

ACTIONS:

EW Will pose question about dates for an informal meeting at the park on the facebook page

EW Will pursue contacts already made with companies re quotes on the options, including repair, of the ramp, and will liaise with QC on this including possible dates to meet on site.

7. Consultation plans

A lot of discussion ensued but it was agreed that the best way forward was to carry out consultation on new equipment ideas under the new committee following the AGM in May, to base the proposed consultations on the already tabled ideas and to hopefully be in a position to add new ones after the AGM with more people involved. QC proposed that Mia Witham should could be involved as she designed the last refurbishment of the park and has experience of landscape, design and play. This was agreed. Emma Wade raised the idea of using a messenger app for group communications. This was not conclusive as questions of access of everyone to the same app or messenger service we raised.

ACTIONS:

QC to contact Mia to establish availability

QC will circulate draft of next publicity material to advertise May AGM to be placed in Observer, village website, facebook page and around the village

8. Date of next meeting AGM – 23rd May, Priory Room @ 7.30pm

Meeting Closed at 21:30

Kevin Boardley, Secretary (interim)