

**Minutes of the Trustee meeting of  
LONGHOPE RECREATION GROUND  
held online on Friday 28<sup>th</sup> August 2020**

PRESENT: Cllrs. S Collins (Chair), C Griffiths, A Toomey and G Nicholas

IN ATTENDANCE: Mr A Maliphant (Parish Clerk) and seven local residents

1. There were no apologies for absence
2. There were no declarations of interest
3. There was no discussion in Public Forum

**4. Health and Safety**

The clerk presented the recommendations and action plan from the fire safety risk assessment. GN added that he was getting quotes for fitting new smoke detectors, and that the other priority before allowing public use of the pavilion was fitting the inner fire doors. It was agreed to adopt the recommended action plan, with a progress report at the next meeting, and also to check with the parish insurers whether the insurance cover would be valid before all the recommendations had been met. **ACTION: GN/AM**

The new fire evacuation policy drafted by the contractor as part of the risk assessment was approved unanimously.

The clerk presented the previously circulated draft group bookings policy and application form. A number of points were made in discussion, including:

- The proposed limit of 13 people in the main room was based on Government guidance around two metre social distancing
- The policy should note that it would be kept under review in the light of changing Government guidance
- Other Government guidance had different rules for groups of small children, which needed to be referenced in the policy
- The Brownies and Bizzy Bees should be contacted to confirm what attendance numbers they expected
- Some national bodies such as the Football Association already provided templates for the required Covid risk assessments
- CG offered to help work with any small group that didn't have its own template
- The policy would be revised for final approval at the next meeting
- There should also be a risk assessment for users of the recreation ground and pavilion provided for the reference of hirers, and it was agreed to review the current risk assessment at the next meeting with this in mind

The meeting also reviewed the risk assessment provided by Longhope Football Club, on the basis of which it was unanimously agreed that football training could start as planned on the following day. A representative of the club confirmed that access to the toilets would be required, and would check what access would be needed to stored club equipment. The club's risk assessment would be shared with any visiting football teams, with matches due to begin from September 12<sup>th</sup>.

SC and CG offered to prepare the pavilion for use by the football club. GN noted that the toilets needed to be cleaned after use, but there was a current lack of cleaning materials. It was agreed to purchase four colour-coded sets of cleaning equipment, for separate use in

the kitchen, toilets, main room and outdoor areas. A budget of £200 was agreed, with a list of items to be sent round for approval before purchase.

**ACTION: GN**

It was also agreed to encourage hirers to pay off any outstanding fees from past bookings, while fees for new bookings would be waived until a new management committee had met to agree a business plan and propose a schedule of fees for the Trustee's approval.

## 5. Finance

The following invoices were approved for payment:

Gary Nicholas	£96.00	Replacement swing seats
Gary Nicholas	£172.80	Replacement swing parts
DBC Solutions	£672.00	Fire extinguishers & risk assessment

GN advised that the current asbestos survey - which was required by law for any building built before 2000 - looked like reporting there was no risk from asbestos, in which case the appropriate certificate would be posted in the pavilion along with details of any other regular maintenance. Quotes were being sought for PAT testing of electrical equipment in the pavilion, and it was noted that the kitchen should be kept out of bounds until the equipment was declared safe to use.

The clerk presented the four bids that had come in for repairs to the outdoor play equipment, and also showed some sample costs for replacing equipment which had been recommended by two of the bidders rather than carrying out repairs on the old. After discussion it was agreed to hold off any decision until the new management committee was in place, who would then produce a proper development plan with the involvement of young people. AT noted that parents also needed to be involved, and CG added there had already been concerns from parents with children of different age groups, which were impossible to supervise properly when some children were using the play area nearer Church Road while others were using the main play area by the tennis courts. GN and CG offered to begin work on the necessary research, with GN leading on grant opportunities and CG on the longer-term plan, which would include provision for disabled children.

## 6. Community Involvement

After discussion it was agreed to set up a Recreation Ground Facebook page solely for informing people about Trustee meetings and progress on health & safety work. The page could be taken over for wider use by the new management committee once in place.

GN reported that he had been steered by the Teens Group in getting quotes for the basket swing installation, including safety matting. After discussion it was agreed that a suitable location for the swing would be between the memorial tree and the tennis courts, preferably towards the access road subject to approval from the Teens for moving the goal posts out of the way.

CCTV coverage for that site also needed to be researched.

**ACTION: AM/CG**

## 7. Date of Next Meeting

The next meeting would be on Monday 7<sup>th</sup> September, as already agreed.

Signed:.....Chairman. Date:.....