

JFMC Meeting

1st March 2023 – 7:30pm

Minutes

Present: Cllr Sharp, Cllr Perry, Nicola Stonebridge, Bill Mclaughlin, Lee Seal, Mel Alesi, Kirsty Edmonds, Dean Fuller and Richard Griffiths (non-voting)

- 1. Apologies:** Justin Birkby and Steve Downley
- 1. Minutes of last meeting** – see agreed - Bill Mclaughlin and Lee Seal abstained as not present at the last meeting
- 2. Action plan update** –actions to be discussed in this meeting agenda
- 3. JFMC accounts for 2022** – last three years noted
- 4. Financial transparency**
 - a) SMFC accounts – last few years already circulated 22.2.23 – Nicola Stonebridge led a discussion, NS to bring forward SMFC accounts for 2022.
 - b) SMYFC accounts - last three years - noted

Note Girls Guides financial year finishes March 2022. MA will then report back with audited accounts. – 2020, 2021, 2022

5. JFMC 2023 accounts so far, budget moving forward

Lee Seal led a discussion which highlighted that for the rest of the financial year – up to end of December 2023 JFMC either need to increase income- fees and charges to clubs, seek grant aid etc or prioritise or both

- Brown sign – No NS / MA look into “what three words” and Post Code for the site
- Consultants’ costs for “boiler” specification £250 plus VAT

Cllr Sharp proposed and Cllr Mclaughlin seconded to approve quote and seek boiler specification – agreed unanimously.

- Then seek new boiler based on specification – Need
- Bin / fixing – Bin and concrete base will be @£1,000 ask if Council can cover cost or use elsewhere
- Culvert clearance – need quote ASAP – DF next meeting
- Legionella test / legionella actions – if doing new boiler can it wait until then, but need to do self-testing – DF

Cllr Sharp proposed and Cllr Mclaughlin seconded to approve to do self-testing until new boiler in place – agreed unanimously

- Fixing kitchen – SMFC to cover cost as they are using kitchen
- Extra sign on gates – MA to take photo and send to RG
- Groundsman's wages – agreed last meeting
- Road side hedges – Parish Council obtain quotes

6. JFMC Constitution –following a discussion agreed the constitution need to be updated – RG to amend as discussed and bring back to next meeting.
Option of AGM in August 2023 to adopt updated constitution

7. Hire agreements – following a discussion agreed RG bring amendment versions back to be approved in principle by JFMC and each Club's Committee to consider them and report back to JFMC – RG to amend as discussed and bring back to next meeting.

8. Historical anomalies

Following a discussion this was seen as an opportunity to clarify a number of issues and then move forward. Minutes a meeting that go to Council are noted – not approved. So key actions in a meeting need a report to Council for Council to consider and then vote on to either approve or refuse.

The updating report needs to include

- Skip – seeking to replace with "commercial waste bin"
- Muster point – provided by Girl Guides (H&S requirement) can be used by site
- Girl Guide parking
- WIFI for Girl Guides – deliver Girl Guide programme, save on paper, GDPR, hire of hall
- WIFI – Pavilion – SMFC for car payments for refreshments (as little cash as possible) VEO camera – training
- WIFI is secured, passwords protected and which phone line
- Defib on Girl Guides Belongs to SMFC
- External electric sockets – Staplehurst Fireworks Society?
- Request that lounge is named the "1893 Lounge"

RG to draft report with AS for Council meeting seeking approval

Note moving forward – if minutes go to Council that is for noting, not approving.

Need a separate report to go to Council to vote on and you need approval before any work is done

9. Health and Safety file – updated file to be in Kitchen – copy in Parish Office

a) Pavilion

- Risk Assessment - done
- Copy of Insurance papers - done

- Legionnaire disease check proof
- Fire extinguisher check proof
- Emergency light Check
- Electrical testing / PAT
- SMFC signage – NO Smoking / Challenge 25

b) Jubilee Field

- Risk Assessment - done
- Copy of insurance - done
- Skate Park risk assessment – done
- SMFC / SMYFC football risk assessment - done

10. Verbal update on 3G All-sports pitch meeting -

Project progressing well – if all goes smoothly (rarely does but...)

- Expect Site Feasibility Study report to be in by end of March 2023
- Council appointed a Bid Consultant – end of March / early April 2023
- Football Foundation Framework Agreement will seek to appoint primary contractor
 - Stage 1 by end of June 2023
 - Design / consultation Summer 2023
- Planning application early autumn 2023
- Submission to Football Foundation – January 2024
- Football Foundation Decision Spring 2024
- Contractors on site summer 2024
- Open Autumn 2024
- Pitch Full size but likely to be 91m – 55m
- Also shock pad included

11. Date of next meeting – TBC – 7:30pm at JF Pavilion