

**JOHN BELSTEAD PLAYING FIELD
MINUTES OF THE PROJECT TEAM MEETING
18TH DECEMBER 2006
AT BEALINGS VILLAGE HALL**

PRESENT

Eric Barnett (EB)(Chairman), Jenny Shaw (JS) (Project Leader), Margaret Wilson (MW), Roger Roseboom (RR) Keith Beaumont (KB), Sally Johnson (SJ) Malcolm Watson (MXW) Charles Barrington (CB), Julian Haywood Smith (JHS)

1. APOLOGIES

Rick Kerry (RK) Jim Newbold (JN) Ferial Evans (FE)

2. MINUTES OF PREVIOUS MEETING (30th October)

These were accepted as a correct record.

3. CHILD PROTECTION REQUIREMENTS (RR)

RR reported on his attendance at the Suffolk Acre training session, explaining that organisations involving children must have a Child Protection Policy and appoint a Child Protection Officers.

RR proposed appointing one female and one male officer, selected from the parents of young people on our planned Youth Council and who are regular users of the playing field facilities.

The meeting stressed that ultimate responsibility for child protection must lie with the BVHMC to whom the child protection officers' must report. RR confirmed that he planned to make the necessary proposals to the BVHMC that ultimate responsibility for Child Protection would rest with himself.

The meeting suggested it would be prudent to document the Role of the proposed Youth Council and the Role of the Child Protection Officer before approaches could be made to the potential candidates for Child Protection Officers. RR advised he would prepare the Policy including the Role of the Child Protection Officers.

JHS asked whether BVHMC insurance would cover the risks included in the policy and RR agreed to check this. It was clarified that cover is not in place for personal liability of members of the BVHMC. It had also been suggested that play equipment should have signs stating appropriate age range.

Agreed Actions

- | | |
|--|----|
| • BVHMC to check insurances including personal liability | RR |
| • Check signage costs for inclusion in cost estimates | JS |
| • Document Role of Youth Council | RR |
| • Document Child Protection Policy & Role of Officers | RR |
| • Seek BMVHC approval to the Child Protection Policy | RR |

4. PLANNING

4.1 Meeting with SCDC Landscape Officer 15th November 2006 (RR)

RR advised that he had attended the above meeting with SCDC's Ms Westover and Giles Hill. RR reported that Ms Westover had given verbal approval of the positioning of the selected equipment and specifically the associated removal of specific trees as per Revision C of the plan.

4.2 Discharge of Planning Conditions

EB asked about discharge of other planning conditions (such as type of equipment and archaeology supervision). JS advised that the planning office was waiting on Ms Wendover's response and that Giles is dealing.

Agreed Actions

- Check status of o/s planning conditions which are to be agreed with assigned planning officer.

JS

5. MAJOR FUNDRAISING

Local Network Fund:

RR was pleased to announce the success of our LNF grant application which has allotted £7,000 for the Aerial Cableway. RR advised that there are conditions attached to the grant – the Child Protection policy must be in place.

Biffaward:

RR advised that Suffolk Acre reviewed our application and suggested that more work is needed on presenting the estimates to ensure clarity of costs and items to be included in the discrete element. We are still expecting to be assessed at March 2007 although this cannot be guaranteed. Award anticipated is £40,000.

The Big Lottery - Reaching Communities:

Work will start on the full Lottery application once the Biffaward form is completed. The date for submission is mid-February with decision expected in May/June. Anticipated award requested is £60,000. (£45,000 Capital).

SCDC Capital Grant Fund:

RR advised that he had been contacted by SCDC to check on the project's status. The grant committee meets on 7th March and they were looking for an update on progress. The amount of the award will be £5 -10,000.

Suffolk Foundation:

Our application has been approved but we are still to hear the amount.

Awards For All:

Other funding sources are being researched by JN.

Barclays Bank:

RR was pleased to announce receipt of cheque for £1,000 from John Belstead's Bankers.

Residents Letter:

The appeal to residents is held over to 2007. It is anticipated that the appeal will raise £15,000.

6. LOCAL FUNDRAISING

6.1 Report On Events

Casino Evening and Auction of Promises on November 18th.

The evening was very successful and raised £2291.27. MXW's team are to be congratulated.

Car Treasure Hunt 29th April 2007 (2 – 4.30pm).

Maximum 12 Cars (to include young people). £10 per car for entry with tea after.

Orwell Walk 17th June 2007 – Organised by Ipswich East Rotary Club

The sponsorship is shared 25% Rotary and 75% to participant's chosen charity.

Variety Show 7th July 2007

Involve everybody. Evening of Sketches along lines of X factor. Audience vote. Aim – community fun. Need sponsors.

Selling Tickets

It was noted that selling tickets for events was left to the few organizers and required face to face cajoling. It was suggested that we need to spread the word ahead of time and perhaps more information should be in the Benefice Magazine.

Actions

- Update Benefice Newsletter for Dates in 2007
- Put dates in diaries and pass message on to others.

**JS
ALL**

6.2. Friends Newsletter

MXW advised that he had planned the next issue for mid Jan.

Actions

- All contributions for Newsletter to Ferial.
- Put dates in diaries and pass message on to others.
- Ideas for Friends Newsletter Check to be sent to Ferial asap.
- JHS arrange for newsletter to be put on the BG website.

**ALL
ALL
ALL
JHS**

7. MATTERS ARISING NOT ON AGENDA

LB Website

JS mentioned that Little Bealings PC's Website is under development and would like to create a link to the GB website to access the project information. This was agreed.

Phase 1 - Aerial Cableway

Following the success with the LNF application, the team is keen to achieve its quick-win by delivering the Aerial Cableway and some were keen to publicise a March delivery date. After much discussion, in which JS expressed concern about making a date public at this time. There are project dependencies such as delivery of grant and o/s planning work and her focus at this time must be on the major grant applications. It was agreed that JH-S would organise the delivery of this stage if JS puts the plan together. The team suggested a celebratory meeting such as a Clod Cutting Event for the Aerial Cableway.

Proposal to initiate the development of Tender Document By Giles Hill

JS advised that Giles has adjusted the % allocation of his fixed fee to this preparation of the Tender Documents. This means that the work will incur fees of £1,789 including expenses and VAT not the £1,345 mentioned previously. JS explained this does not affect the total overall fixed fee. The meeting confirmed the adjusted fee. Revised Schedule is attached.

8. ACTIONS O/S

- The mislaid £42 cheque (Fun on Field) is still awaited from source **MXW**
- A response is still expected from the VAT office with respect to the Annex. **JS**
(not discussed at the meeting on 30th).

9. ANY OTHER BUSINESS

None.

NEXT MEETING

**Monday 5th February 2007
8.00pm at the Village Hall**