

# SAUNDERSFOOT COMMUNITY COUNCIL

Minutes of the Meeting Held In the Regency Hall, Saundersfoot  
On the 11th April 2017 at 6.30pm



**Present:** Cllrs: S Boughton-Thomas (Chair), A Mattick (Vice Chair),  
D McDermott, W Cleevely, M Williams BEM, S John and M Allsop

**In attendance:** Melanie Priestley - Clerk

**1) Apologies:** R Hayes MBE, T Pearson, M Cavell, P Baker and D Poole

## **2) MUGA**

**A.** Tree Works – This is split into two namely:

- i. The two trees for trimming to the far left of the MUGA entrance gateway and the tree for removal by the MUGA entrance gateway.  
Oakfield Garden Services will be starting this work as soon as possible to the week commencing the 12<sup>th</sup> April 2017.
- ii. The two large sycamore trees for felling to the far, right corner of the MUGA entrance gateway.  
Steve James (Tree Surgeon) will be felling these trees from the 24<sup>th</sup> April 2017 when he will also attend to the root that is protruding through the tar mac.

Cllr Williams advised the Council that the builder would be attending the MUGA on Saturday to carry out the cement works around the goal areas and the root area. Following discussions it was agreed to leave the root area works until the tree surgeon had advised the best way forward in this matter.

**B.** Finish Surface and Prepare for Painting/Marking DATE

It was agreed that the preparation works should be carried out the week commencing the 24<sup>th</sup> April with a preliminary date for the painters being Tuesday the 2<sup>nd</sup> May (Following the Early Bank Holiday). Cllrs Williams and McDermott agreed to oversee the preparation works and the tree surgeon. Melanie will draft a detailed schedule of works for Mr A Lewis.

**C.** Electrics to Finish. DATE

Cllr McDermott gave a figure of circa £400 for the completion of the electrical installation.

Works include:-

- A lockable polycarbonate enclosure for all electrical relays. There will be room inside for any further fixings if required.
- The main lights will be motion activated ie they will not require switching on or off. The sensors working dusk until 9pm.
- The lights will go off at 9pm to comply with Pembrokeshire Coast National Parks requirements. There will be a smaller LED light that will stay on for a further 10 minutes to allow persons to vacate the MUGA safely.
- If the electrics are not finished Cllr McDermott confirmed that the painting works would be able to go ahead as the electrical works will not interfere with the painted grounds.

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**D. Painting and Marking DATE**

Cllr McDermott confirmed that the painters require only a few days notice. It was agreed that Cllr Williams would book the painters for the week beginning 1<sup>st</sup> May 2017 (following the Bank Holiday) weather permitting.

**E. Signage :**

- i. Fees/Booking Info
- ii. Footwear/No Skateboards
- iii. Conditions of Use
- iv. Insurance/Public Liability
- v. CCTV Coverage

It was agreed that the above heading should be considered by the MUGA sub committee and presented to Council at a later date.

**F. Operation & Administration**

- i. Pricing, operations and administration

Pricing –

Things discussed to take into consideration when setting a pricing structure:-

- The cost of electricity in summer/winter (Cost of lighting circa 30p per hour)
- That the costs should cover the running costs of the MUGA but not make a profit as it is a community project

After considerable deliberation and discussion a starting price was agreed upon of £15 per hour for the use of the MUGA with regular bookings taking advantage of the lower cost of £10 per hour, and the tennis courts £5 per hour.

The question was raised if the prices and the fact that Saundersfoot Community Council has a MUGA could be advertised on our Community Council Web Page. Cllr John confirmed in the negative but advised the Council that he is working on a 'stand alone' website for the Community Council.

Operations – Bookings and Equipment Loaning and Managing of Deposits

This was discussed but no outcome has been settled on. Cllrs McDermott and Mattick agreed to seek advice on how other Community/Town Councils manage their bookings and equipment hire.

It was noted that there are persons around in the Regency Hall at various times during the weekdays (but not on a regular basis) to administer sports equipment. This could be a problem if persons pay a deposit for equipment and then upon return there is no one in the Regency Hall to return it to and repay their deposit.

It was agreed that a sub committee be formed to discuss the equipment required and revert back to Council with their ideas.

- i. Bookings Pricing/Who To Offer Special Prices To

It was agreed that Melanie should write to the Tenby Observer/Western Telegraph/Local Schools/Girl Guiding/Sports Clubs/Public Houses/Clubs/places of work where they might

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have a sports team, advising that Saundersfoot Community Council will soon be opening their MUGA for community use and if anyone was interested or would like further information to get in touch. We could then offer them reduced prices for block bookings.

Cllr John put forward the idea that Saundersfoot Community Council have a 'five a side' Community Cup or a Champions League.

ii. How and who to lock and un-lock gates

Cllr McDermott spoke at lengths with Mr A Lewis regarding the locking and unlocking of the MUGA gate. Mr A Lewis was in agreement that he would like to take on the responsibility, all Council were in agreement that if Mr A Lewis did take on the responsibility of locking the MUGA every evening at 9.15 pm and opening it at 8.30 on a Saturday and Sunday (he is already working Monday to Friday so it would not be an extra task), the Council would have to offer a monetary incentive to do so. Cllr Allsop raised the question that if this was the case could it be done on a trial basis? The Council could see no reason why not. If for any reason Mr A Lewis was unable to lock/unlock then he would contact a member of the MUGA committee or Melanie ASAP.

Cllr John suggested that an automatic locking mechanism be used with a safety lock inside to ensure no one was locked in. Cllr McDermott confirmed that this would be possible, suggesting a price of circa £1,000.

Questions raised on this topic were:-

- Could it be left open? – It was stated that PCC advised that MUGA's should not be locked, but Saundersfoot Community Council agreed, at a previous meeting, that it would be locked each evening to prevent persons playing on it at unsociable hours, but monitored and reassessed regularly.
- Could the Bowling Club lock it? - The general feeling of the Council was that this is a big commitment for them as their committee are volunteers; also they are only there for part of the year.
- Could the Council employ someone to oversee it – This will be discussed at a later date when other projects are discussed ie the pay and display parking monitoring.

vi. How and who to turn on and off the lights

This heading was covered in 2.c above

**G. Maintenance. What is required, how often and who can carry this out.**

Cllr John advised the Council that there could be a possibility of a CCTV camera that would connect into an empty space on the Regency Hall CCTV monitoring system. Cllr Boughton-Thomas did advise Council that one of the Regency Hall CCTV's does in fact just catch the corner of the MUGA. Cllr John will continue his efforts in sourcing a CCTV solely for the MUGA area.

**H. Opening Date - who to invite etc**

This will be discussed at the May meeting.

Items to be carried out:-

- Melanie to form a list of key holders and source extra keys.
- Melanie to draft a poster advertising the MUGA
- Cllr John to purchase a diary for the record of bookings
- Melanie to make enquiries into the MUGA insurance

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### **3) Letter from Chamber for Tourism**

This was discussed as a clerical error made by the Chamber for Tourism and no further action is required.

### **4) Any Other Business –**

- Keys/new lock to shed at cemetery - It was agreed to request a duplicate key from Mr Treharne (a current key holder).
- Melanie to book Mr Gareth Davies for the 11<sup>th</sup> May 2017 at 5.45pm for the taking of the official Council photograph and the cheque presentation for the Poppy Appeal.
- Cllr Williams brought to the Council's attention that the drainage in front of the MUGA was very poor and this area becomes very boggy. It was agreed that a culvert of some description was required with clean stone in it to aid water drainage. Cllr Williams agreed to speak with Cllr Poole on this matter, and revert back to Council in the May MUGA update.

### **5) Date of next meeting – Thursday May 11<sup>th</sup>**

Meeting Closed at 8pm