

	<p align="center">VYNER PARK CHARITY MANAGEMENT COMMITTEE</p> <p align="center">Minutes of the Meeting held on Tuesday 8 September 2015 at Nelson's, Vyner Park at 7.00pm.</p> <p>Present: Cllr Robert Brotherton (RB)(Chair) Collette Ashby (CA), Cllr Bob Ryan (BR), Cllr Colin Heal (CH), Cllr Mrs Helen Handyside (HH), Cllr Mrs Suzanne Stanley(SS), John Richardson (JR), Elizabeth Hilton (EH) Lynn Fahy (LF) Debbie Lewney (DL) and Kelly Holmes.</p> <p>The Secretary (Sec.) in attendance. Cllr Sharon Spurling (SSp) in attendance. Cllr Greg Anderson (Park Steward) (GA) in attendance.</p>	
1.	Apologies: Jenny Volkens (JV).	
2.	Introduction: RB welcomed everyone to the meeting which was the first since 3 rd June and since the opening of Nelson's which had seen an amazing transformation, congratulations and thanks to all who have helped. There had also been a really good show on 29 th August and everyone involved should be congratulated.	
3.	<p>Public Questions:</p> <p>Mrs Peacock asked if VP agendas and minutes could go on the VP website. Sec to get password from JV and action.</p> <p>Paula Thompson asked why all of the parkland in Vyner Park wasn't cut. RB explained that more grass is now cut at VP than in the past. Ms Thompson wanted the bottom of the field cut for dogs. There was also an issue in that you could not see who was coming due to long grass. SS said that longer grass provided good wildlife habitat. It was also explained that the north part of Vyner Park had now been cut specifically to provide more space for dogs. RB closed the discussion and thanked Ms Thompson for her ideas, which the committee would consider.</p>	Sec
4.	Minutes from previous meetings 3rd June 2015: Agreed	
5.	<p>Matters arising from previous minutes:</p> <ul style="list-style-type: none"> i. Safety Rail to rear of Pavilion – on agenda – see later. ii. Former SSC Ltd Papers – agreed this needed to be sorted over the winter at some point... iii. Bowls storage – next meeting. iv. Booking method – for Tennis courts and bowls. Sec said 'plug in' could be bought for website for on-line booking. Could ask people to make donations to play with decorated tin in Nelson's. BR agreed to supply a tin. v. Repair of boxes around lights – GA has got quotes for the boxes. vi. Replacement of MUGA light – RB said tree surgeon will do this. JR to liaise with BR, with a view to tree surgeon putting in the spare bulb. vii. Standards and Register of Interests – Sec said non Cllr members of Cttee have to sign Parish Council standards forms and acceptance of office and declarations of Interest. (JV, CA, EH and JR). JR and EH signed, others not present. viii. Vyner Park Makeover Grant – RB explained this was for the Awards for All grant scheme/ Progress on this to be postponed until Sports England Inspection is completed. ix. Cutting grass on south side of VP for dogs – RB advised south side of park has been cut. Need to add this to NCC contract for next year. x. xi. Developing website further – This stimulated a discussion regarding wider communications around the free sports offer as well as the need to get more stuff on the website. It was agreed that xii. Forward Plan for Vyner Park – For future development. 	RB/Sec BR JR/BR CA/JV RB GA/Sec EH/CA & Sec RB

	<p>xiii. Possibility of Open air concert for 2016/Public Entertainments licence - RB suggested youth group playing Northumbrian Traditional Music in 2016. This could be a low key fundraiser and audience could bring picnics. Agreed RB to contact Northumbrian Ranters Co-coordinator.</p> <p>xiv. By November, need to have 2016 programme worked out. Need information/costs on licences needed.</p>	Sec.
6.	<p>Governance/Lease:</p> <ul style="list-style-type: none"> • Confirmation of members • Plan/Budget for 2016/17 and beyond • Sport England • Funding priorities <p>The Charity Commission has now got back to us on the VPC constitution and Cllr Francis has taken this on board and amended the constitution accordingly and returned it to them. The amended constitution was discussed at the last PC meeting and agreed in principal by the PC. The VPCMC, Terms of Reference remain the same and have not changed.</p> <p>Budget 2016/17- need to pull this together for November to feed into Parish Council process including what the Cttee want to do. Need to bear in mind what is affordable. Ideas are welcome but people are needed with those ideas who will make things happen. RB suggested 3 priorities form the overall vision.</p> <p>Need to know what school wants re Plan for 2016/17. Also input from residents – use Column (deadline Sep 23rd). Item also to go in Caravan park Newsletter.</p> <p>Sport England – RB explained that VP has been selected at random for a follow up visit. Grants were given to Swarland sports & Recreation Club and Sport England want to see how things are going i.e. is money being spent wisely and for original aims. Meeting is coming up and RB will advise on progress. He is hopeful that VPC will be able to get further help from them. CA suggested that a Register of users could be useful proof of use. Sec advised 30 people so far on tennis/bowls subscriptions.</p> <p>Funding Priorities – RB said that PC have agreed to VPC putting forward application for NCC Members small grant fund for barrier to rear of Pavilion and rail to front steps as a priority and other items may be possible. This funding can only be used for capital works not maintenance.</p>	<p>RB</p> <p>HH</p> <p>CA/EH & Sec</p> <p>GARB</p>
7.	<p>Branding (Elizabeth): EH showed examples of branding suggestions she had produced with reference to sports/health & wellbeing. Agreed we should seek community input into choosing the VP logo. Need to put examples on website, refer to in Column article and on Nelsons noticeboard. Needs to be decided in November as part of plan.</p>	EH
8.	<p>Community use: MUGA, as previously agreed is available for community use subject to a member of the community taking the lead on it and keeping an eye on things. This role is currently filled by CH. The wider park, carpark and playground are open for free use. In terms of the Bowling green and tennis courts, RB outlined that we needed to develop a beneficiary contributes approach, so that at least some funds could be built up to cover maintenance. Groups like Trident and tennis lessons paying small charge was an option. BR said he felt charges shouldn't be introduced yet as facilities not being used. RB again VPC does need to look at raising revenue. LF said there was definitely an increased footfall and Park busy all summer. She felt people wanted to use facilities but not be part of a club. She suggested making equipment available on site for small deposit/donation. BR indicated he had already pull some equipment together.</p> <p>BR role as sports lead was touch on in that did not mean he was organising everything, but would be pulling together a plan for sports.</p>	

	<p>CA said providing equipment could be part of the plan and a wider range could be suggested e.g. geo-caching and orienteering. Charges made via Nelsons. LF agreed as long as it was simple! RB stressed that someone needed to be able to make it happen. The VPC role was to provide the umbrella under which others could operate rather than organise activities.</p> <p>CA said Youth club at Lesbury was folding and has some equipment available-CA to approach.</p> <p>Use of Nelsons out of hours – RB opened this item by referring to the paper that had been circulated prior to the meeting. This building and the sports facilities were provided using public funds and as such need to be “available for community use” Nelson’s has primary use of the kitchen and main hall and operates as a Café during the day, but the VPC could make the main hall and kitchen available for hire outside Nelsons core opening hours. Of course Nelson’s themselves would be able to use the facilities to provide events/private functions outside their core hours.</p> <p>SSp explained things further, in that funders require ‘Community Benefit’ in terms of awarding grants. There can be no doubt that Nelsons is already delivering lots of community benefits by just being a cafe. With regard to ‘Community Use’ SSp explained that people get confused between this and benefits, there needs to be a mechanism in place so people can use facilities. This does not mean they need to be free, charges are okay as long as they are equitable.</p> <p>Discussions followed around the constraints that this would need to operate within. SSp had looked into how other community facilities operated and they would not allow free access to their kitchen. RB asked specifically if the kitchen has to be made available. SSp said it doesn’t have to be free use and that this could be via Nelson’s. It was acceptable to say people couldn’t self-cater on premises. It was concluded that making the hall and kitchen “available for community use” was possible but a representative of Nelsons would need to be present and this would be reflected in the hire charge. Some form of hire agreement will be required.</p> <p>The discussions then moved on to other areas of the Pavilion and park that could be available for community use and potentially be let out. A number of things were highlighted. It was agreed that as well as Pavilion/access these could be made available via Nelsons. LF confirmed that Nelson’s would be happy to do this.</p>	<p>BR</p> <p>CA</p> <p>LF/SSp/RB</p>
<p>9.</p>	<p>Playground inspection report and actions: GA explained that annual external formal inspection was done on 17th June 2015. Some repair works identified e.g. roof of log cabin, platform wear and tear, rope on tower unit. Other repairs are also needed. In addition, around 15 cubic metres needed for surface topping up. Kelly offered to get quote for woodchips. GA has costed repairs at £420. Order to be made by PC – agreed. LF asked for some cordon off tape & laminate signs Nelsons could put up in case of equipment problems – GA to provide.</p>	<p>GA</p> <p>GA</p>
<p>10.</p>	<p>Maintenance:</p> <ul style="list-style-type: none"> • Agreement of Park Stewards terms and conditions • Next year’s grass cutting <p>RB circulated draft Park Stewards terms and conditions. He indicated he still had a couple of tweaks to add and asked for comments by 13th September, if nobody had got back to him by then he would assume that everyone was happy with them.</p>	

	<p>GA gave Disclosure document to HH who confirmed the details were correct and passed to JA for filing.</p> <p>Concluded that grass cutting had already been dealt with earlier</p>	
11.	<p>Finance:</p> <ul style="list-style-type: none"> • Current position including committed expenditure • Key deposits held <p>HH apologised, due to the Show and other things she had been unable to pull together the half year financial summary. RB asked if this could be provided within two weeks as we need to get started on next year's budget.</p> <p>RB said that he had been contacted by resident who paid the original key deposit and was complaining it was higher than current cost of key. It was agreed to pay people back to who had paid original amount £15 to bring things into line.</p> <p>HH advised current key deposits are around £120.</p>	<p>HH</p> <p>HH</p>
12.	<p>Health and Safety.</p> <p>It was reported that Bowls had fallen out of storage lockers. These MUST be stored in bottom cupboard. Suggested other lockers should be sealed/fastened. GA to look at this with JR. New cupboard will solve this problem.</p> <p>LF said that glass tea lights had fallen from top of lockers, person hit but was uninjured – to be moved to safe location.</p> <p>EH suggested 'Kids Charter' for the playground via school. – agreed.</p> <p>GA said that he had found paint roller which he can use to re- mark parking/disabled parking spaces in car park.</p> <p>Safeguarding – EH will deal with Phils registration.</p> <p>GA needs to put in request for £25 expenses for BASIC. SSp said cheaper to do on line and could do via her company.</p> <p>LF said pavilion floor really slippery outside Nelsons. Matting needed, cost £150 – agreed, Nelsons to get quote...</p>	<p>GA/JR</p> <p>GA</p> <p>EH</p> <p>GA</p> <p>GA</p> <p>LF</p>
13.	<p>Urgent items.</p> <p>Fireworks – RB said this is the major fundraising effort for VPC. Help needed on this. David Francis to head up firing squad. To take place Friday 6th November 2015. Need Alcohol licence. Need to look at one licence for One year rather than event licences.</p> <p>Decided to run Guy competition again possibly posing guys in bus stop.</p> <p>Kenmore Road – Resident complaining about shrubbery from VP going into gardens Asked JR to find out details of those affected and VPC will do what it can.</p> <p>Business Rates – Discount needs to be applied for again (for two years) Sec this in hand.</p> <p>Finance Figures – RB needs this information in two weeks time.</p>	<p>Sec</p> <p>JA/GA</p> <p>Sec</p> <p>HH/Sec</p>
14.	<p>Future meeting dates.</p> <p>RB said VPC Constitution specifies a minimum of four formal meetings per year one of which needs to be an AGM. Meetings are really to endorse decisions rather than to discuss what we should be doing. That needs to happen between meetings and agreed in our formal meetings.</p> <p>4th November 2015 February 2016 June 2016 (Annual General Meeting)</p> <p>Meeting finished at 20.55</p>	