

Charity Registration No: 1163835

DRAFT Minutes of the Management Committee Meeting

Wednesday 14th September 2016 7.00pm, Nelson's

	<p>Present: Cllr Mrs S. Stanley (Chair) (SST) , Cllr N. Mansfield (NM), Cllr Ms S.Spurling (SSp).</p> <p>Kelly Dunn (KD) represented Nelson's and the Secretary (Sec) and Park Steward (GA) were in attendance.</p>	ACTION
1.	Apologies: – Cllr B. Ryan, Mrs Elizabeth Hilton and Mr John Richardson sent their apologies.	
2.	Public Questions (5 mins) A complaint had been received about the overgrown hedge between park gate and allotments, also the hedges bounding the allotments – allotment holders to be contacted.	Sec.
3.	Minutes from previous meeting of the 13th July 2016 : These were agreed and signed	
4.	<p>Matters arising from the previous minutes:</p> <p>a. Insurance (Sec) – Response has been obtained from Zurich, and copy sent to Kelly for Nelson's. Insurers say tennis courts can be left open 24/7 without additional premium charge. Kelly asked if a key box could be provided by Nelsons so that deliveries can be put securely inside pavilion by deliverers – agreed.</p> <p>b. Website update (EH/Sec) –EH had circulated an email advising the web site design had been updated, and an additional update is coming.</p> <p>c. Banner for show (EH) -EH completed the banner in time for the show.</p> <p>d. Flyer (EH) - To be included with the Column and will include info on tennis court availability 24/7.</p> <p>e. Community Orchard – see later in minutes.</p> <p>f. Capital Works to Pavilion (GA) – GA reported some progress has been made. Paving is due to start 17th September (in front of Nelsons and to the side of the pavilion within fenced area). Blockwork Store – start date still awaited.</p> <p>g. Cost of electricity (Sec)- Npower will apply lower rate of VAT and this can be backdated to start of contract. Npower say contract is good but fixed for another couple of years. Sec to apply for VAT rate change.</p> <p>h. Nelson's sign for end of pavilion facing car park – Pricing has been provided by EH. Cost for two signs, one for Nelsons, the other for VP can be provided for £470. KD offered £150 of this. Agreed works to go ahead, VP to pay for works and Nelsons will make donation.</p>	<p>EH</p> <p>Sec.</p> <p>EH</p>

	i. Community Brewery – No information had been received as yet.	
5.	Additional Community Team Member – Alison Cowan from NotM has applied to be a Community Team Member. It was agreed that she would be co-opted to the Management Committee. Contact details needed and agreement/interest forms to be completed and signed.	Sec.
6.	Action Plan Update (items not already covered in matters arising) a. Tennis Competition (BR) – Deferred. b. Site inspection update (GA) – Some works done, still to do work on toilets but will complete before firework night. Discussed use/purchase of paper towels – SSt to speak to Derek Bough. c. Safeguarding (Sec) – SSp to look at this. d. VP/PC Lease update. – New draft – hopefully the final one - has been sent to Parish Cllrs. Any comments to Robert Brotherton. e. Sport England update – PC has agreed with the Sport England proposal which has no clawback clause. f. Posts from MUGA (Sec)- Goal posts on the floor in the changing area. Cllr Ryan says these can be removed. GA to cut them into usable lengths and keep. g. Broken picnic table – this will be broken up and disposed of on bonfire.	SSt. SSp. GA GA
7.	Gates/Keys and fees – Agreed new wording. Tennis courts to be kept open 24/7. Bowling green area to be kept locked. Lesbury club looking to hire green over the winter – Sec to contact Mr Fletcher. With regard to costs, ask for donation/what they think is reasonable.	Sec.
8.	Forward Plan and budget (need to be agreed before PC meeting 23/11/2016) – Budget ask to PC for 2016/17 was £8,800. Budget needs for 2017/18 are much the same except that courts need resurfacing at a cost of approx. £2500-£3000. Could possibly programme one each year.	SSt.
9.	Land Management Issues (NWT visit report already circulated). NWT have provided a useful plant list following visit. Have suggested zoning park and work on each area depending on need and funding availability. Documents provided by Julie Peacock have been circulated which explain in more detail her suggestion of a community orchard. Field will need cutting at the right time and a quote to do this and dispose of material is £760. Alternatively could spray then plough in. After discussion it was agreed to support the community orchard, trees will need to be well spaced. Cllr Ryan has suggested that orchard site will need to be low maintenance with meadow seed and mown paths. Could include provision of ride on mower as part of grant application. Specification of Heritage plants in application could make application more attractive to funders. Will need to do consultation and could put questionnaire on website also asking if people would help with project. Suggested information board for the orchard – this could include information on plans for developing park. Could ask NWT for a wildlife impact survey for Orchard project.	

10.	<p>Arrangements for Bonfire Night 4th November 2016 – Agreed to go ahead with the firework event. In the absence of anyone else volunteering to co-ordinate event the Sec agreed to take it on. SSp said she and Jenny would run the bar. Hot dogs and burgers to be run by Nelsons on same basis as in 2015.</p> <p>Sec to do finance and floats, order fireworks (approx. £750 worth) and contact everyone re: their jobs.</p> <p>Proper briefing to be arranged. Need to contact EH about advertising. SST will do poster.</p>	Sec.
11.	<p>Use of the Pavilion Notice Board – Looks messy. Suggested it be divided into two, one section for VP notices, the rest for community use. There is also the possibility of putting up an additional noticeboard which has been donated by NM.</p>	GA
12.	<p>Sports Development Plan – Review – Deferred to future meeting.</p>	Sec.
13.	<p>Maintenance issues (including door in Ladies toilets). – Main issue formica door removed from hinges. To be repaired by GA.</p>	GA
14.	<p>Health & Safety – Risk assessment review meeting was carried out on 12th November.</p>	
15.	<p>Finance</p> <p>i. Cheque received from Percy Wood Country Park (firework donation) £150.</p> <p>ii. HSBC VP Account as at 19.8.2016 - £3,710.59.</p> <p>Invoice needs to be worked out for Tennis. Need to check if previous treasurer has any further information.</p> <p>Park Steward needs to submit invoice.</p>	Sec.
16.	<p>Urgent items – None.</p>	
17.	<p>Date of next meeting – Wednesday 7th December 2016 - 7pm Nelsons.</p> <p>Meeting finished 21.05.</p>	