

VYNER PARK CHARITY MANAGEMENT COMMITTEE		
Notes of Meeting held on Wednesday 1 April 2015		
Vyner Park Pavilion, Swarland at 7.00pm		
		Action
1.	<p>Present: Cllr R. Brotherton (RB), Cllr H. Handyside (HH), Cllr G. Anderson (GA), Cllr S. Stanley (SS), Jenny Volkers (JV), Elizabeth Hilton (EH), John Richardson (JR).</p> <p>Secretary in attendance.</p>	
2.	Apologies: Cllr Bob Ryan (BR).	
3.	<p>Public Questions:</p> <p>Mr Lyle asked if Parish residents would get concessions at VP. RB answered this was something that had been thought about but no discussion had yet taken place.</p>	
4.	<p>Minutes from the previous meeting 11th March 2015:</p> <p>SS pointed out that she had met with 'Norman' Luke not 'Adam'. CRB is now DBS. Numbering of items wrong, and unclear who should carry out actions. Sec to review and recirculate.</p>	Sec.
5.	<p>Matters arising from the previous minutes 11th March 2015:</p> <ul style="list-style-type: none"> i. Barriers – GA still waiting for quote. (GA) ii. Fireworks report – still to do (RB). iii. Bowling – still to do (JR). iv. Windows – Insurance Company has paid VP and needs to be transferred to PC. With PC agreement, window ordered with toughened glass. No date yet for installation (Sec). v. Ruts on playing field – In hand to repair when weather drier (RB). vi. Beer – still available for events (RB). vii. Forward Plan – Will replace 'matters arising'. To be updated with actions and placed in 'Drop Box' for Committee members to access (Sec). viii. School Report – Collette had prepared a report for last meeting but RB had mislaid or accidentally mislaid the email (CA). ix. Moss Spraying – quote has been requested, still waiting (RB). x. Lights – JR confirmed he had a bulb to replace defective flood light on MUGA. xi. Accounts – HH and Sec have met. To produce annual accounts by 20 /4/15 (HH & Sec). 	For action see item.
6.	<p>Governance/Lease:</p> <p><u>Terms of Reference</u> - SS submitted revised document to PC on 25th March and it was agreed subject to approval by HH and Cllr Heal.</p> <p>All of the Committee will need to sign agreement to follow PC procedures and Register of Financial Interests. Sec to organise necessary paperwork for co-opted VPCMC members ASAP.</p> <p><u>Lease</u> – SS met with Norman Luke 2 weeks ago with old PC/Sports Club lease. Two clauses needed fundamental changes with Solicitor input. Quote for this was much higher than expected so alternative Solicitor found and meeting arranged for 7th April (SS and RB).</p> <p>RB and DF volunteered to be 'holding trustees' for the Lease. If anyone else wants to do this contact RB. Holding Trustees do not have to be Parish Cllrs or VPCMC members.</p> <p><u>Lockable Unit</u> - RB pointed out that it had originally been agreed with the PC that Swarland Show could site their lockable unit on site rent free – this needs to be covered in the new lease between the PC and VPC. (Unit insurance is organised and paid for by Show Committee).</p> <p><u>Charitable Status</u> – RB said that DF was leading on this. Application to register the VPC had been made some time ago, however, the Charity Commission had indicated that they have a backlog and it may be some time before the registration can be completed.</p>	Sec

	We do however, have a Charity number.	
7.	<p>Commercial Proposal: Outline of proposal 'Nelson's' had been provided to the VPC Management Committee earlier. The proposal is to set up a 'not for profit' social enterprise. The proposal is mainly for a café which would be open 6 days a week, with a range of essentials also on sale. One off events would also be possible and some examples were given.</p> <p>How the proposal would support events organised such as the Fireworks night which is a major fund raiser for VP and Swarland and Newton on the Moor Show were discussed. Would then have to decide how proceeds would be divided.</p> <p>RB suggested something for older people at VP and LF said she was hoping that the different user groups would make suggestions. It was suggested that Nelson's could offer the opportunity for local people to volunteer to work in the Cafe. The Community Shop questionnaire had indicated that a number of people would like to do this. Arrangements for existing annual village events was again raised. LF said that as a commercial business Nelson's would have to charge full price and couldn't sell donated goods. They would be happy to work with VPC and suggested event organisers could have something alongside selling donated goods? It was felt that the Show Committee needed to be asked what it wanted, HH to provide the link on this and seek an answer. RB raised the question of a commercial rent, stressing that this was not what it was planned to do, but from the committees point of view, it was important that we had some idea of what rent the facilities could be expected to generate on the open market. EH agreed that the committee had to show due diligence. It was agreed that RB would arrange for a valuation.</p> <p>Other questions to be resolved include who pays for the legal costs of the lease etc between VPC and Nelson's.</p> <p>Nelson's is asking for exclusive use of the hall, kitchen and disabled toilet but disabled toilet would have to be open to others also.</p> <p>RB suggested some form of profit share with VPC instead of payment of peppercorn rent which had general support from the Committee.</p> <p>RB also suggested Nelsons could pay for entire water and electricity bills, and VP could pay back some in the case of the use of flood lights for example.</p> <p>Regarding grant funding to upgrade the facilities in the Pavilion, RB pointed out that this request had only come to light recently and would obviously add time to the process. RB confirmed that he had met with Tony Kirsop to discuss the way forward, and that Sharon Spurling, a member of the Parish Council who had wide experience of the voluntary sector and funding has very kindly agreed to work with Tony Kirsop on this on behalf of the VPC. Tony Kirsop said there are four main funds applications can be made to and is confident this can be done quickly. Cllr Brotherton thanks Cllr Spurling and Tony Kirsop for their help with this matter. VPC application needs to include list of things for kitchen refurb and could also cover items from the snag list RB has been working on including painting.</p> <p>RB explained that VPC will now need to draw up agreement to base a lease on. Clearly this will need to be subject to legal advice from the Solicitor. It would also be useful to have a simple business plan for Nelson's, and any other relevant information Nelson's have. LF to pass to Sec.</p> <p>GA asked if Nelsons could still go ahead if there were problems with get grant/alterations done. LF said this could be a problem.</p> <p>LF asked if VPC committee agree with principle of proposal? – EH was very keen that we give Lynn & Co a firm date.</p> <p>RB asked the committee to confirm that in principal they supported the proposal, which they agreed. He then explained that formal agreement could not be based on the</p>	<p>HH</p> <p>RB</p> <p>LF</p>

	<p>current document and that the advice of the Solicitor would be sought on Tuesday. It was not possible to give a specific date at this point.</p> <p>RB summarised the discussions, needed to be clear on fireworks and show arrangements and be able to given a firm entry date ASAP. Grant application would be a factor in extending the time fame.</p> <p>RB to report back to VPMC following meeting with Solicitor next week (7/4/2015).</p>	RB
8.	<p>Developing and promoting our offer:</p> <p>JV is working on website which is 'Wordpress' and has 'plug in' capability so can add on bookings, diary, ticket bookings quite easily.</p> <p>RB said VPCMC will have to decide how we deal with Tennis and Bowls next year very soon as this needs to get underway. It has been suggested that subscriptions next year should be free, with an annual charge being made for keys as required. The key deposit would be scrapped. It was generally agreed this was a good way forward in attracting people to facilities. JV pointed out that if it was free, it was important that people were aware of how much it would have been. RB referred to the earlier public question, in that people who lived in the Parish and already contributed to Council Tax needed to be recognised. RB to circulate proposal</p>	RB
9.	<p>Grounds Maintenance:</p> <p><u>Clean up Sunday 22nd March</u> - RB gave a big round of thanks to everyone who came out to VP clean-up, especially Elizabeth who arranged refreshments and Sharon Spurling who cleared the dog poo. EH said she was hoping to do more over the Easter holidays. RB said to keep record as this volunteer time has a value.</p> <p><u>Park Steward vacancy</u> – RB has arranged for advert to go out in the Column (April). He thanked Brian Hobson for his sterling work and said that GA had kindly offered to fill in until steward appointed.</p> <p><u>Grass Cutting</u> – Agreed that grassed area on the south side of VP would be cut down to make it more suitable for dogs. RB has spoken with Alan Whitlow who has agreed to cut this for free which the VPCMC really appreciates.</p> <p><u>Dogs Policy</u> – It was agreed that Dogs should not be permitted on playing field but owners encouraged to take them to grassed area on south side of VP. JV to produce design for leaflet which HH will run off as an insert for the Column. A6 size x 420.</p>	JV & HH
10.	<p>Finance:</p> <p>HH gave update. Direct debits set up for electricity and water, now running separately from PC. Can now work on Accounts (see 5 xi above).</p>	Sec and HH
11.	<p>Health & Safety: Nothing to report.</p>	
12.	<p>Urgent Items:</p> <p><u>Benches</u> – the Sec suggested that VPC could put advert in Column inviting residents to donate benches (of a suitable standard) for around the bowling green. SS said that SVA might possible donate one. Advert to go in June Column.</p> <p><u>Letter from Children at Swarland 1st School</u> – SS has received a letter from Louise Fletcher at the 1st school. Children have been working on project identifying things that concern them and things they like. LF has written to the PC about this. Some items relate to VP. Pack of letters to be circulated. Need to do reply.</p>	Sec SS
	<p>Next meeting:</p> <p>Wednesday 6th May 2015, 7pm Vyner Park Pavilion.</p>	