

VYNER PARK CHARITY MANAGEMENT COMMITTEE Notes of Meeting held on Wednesday 6 May 2015 Vyner Park Pavilion, Swarland at 7.00pm		
1.	<p>Present: Cllr R. Brotherton (RB), Cllr H. Handyside (HH), Cllr G. Anderson (GA), Cllr S. Stanley (SS), Cllr Bob Ryan, Elizabeth Hilton (EH), John Richardson (JR), Collette Ashby (CA).</p> <p>Secretary Jan Anderson, in attendance.</p>	Action
2.	<p>Apologies: Jenny Volkens (JV)</p>	
3.	<p>Public Questions: Mrs Vaggs asked if her question about the border of Vyner Park had been clarified. RB responded that it had and was correct. The red line on the plan was along the water course.</p>	
4.	<p>Minutes from the previous meeting 11th March 2015 (amended and re-circulated) and 1st April 2015: These were agreed as a true record.</p>	
5.	<p>Matters arising from the previous minutes (from Forward Plan):</p> <ul style="list-style-type: none"> i. Insurance – Sec advised this was in hand quotes from AON, Zurich and Ecclesiastical being sought. Need to ensure insurers aware of tenant (Sec). ii. Safeguarding Policy – Draft policy has been circulated by SS. Comments to SS by 13 May – agreed. iii. Fire Alarm, Electrics and PET testing – Sec advised annual checks had been done. On this matter a sign is needed saying who to contact in an emergency – Sec is happy for this to be her. Cllr Anderson queried need for Defibrillator to have a box number – Sec to take up with Cllr Spurling. iv. Bowling storage – estimated cost £500 – to be added to grant list. RB to advise Cllr Spurling. v. Broken Window – Sec advised replacement window to ladies toilet has been installed. vi. Boxes repair/replacement – RB advised these were on grant funding list but may not be ultimately grant fundable. (RB). vii. Defective light bulb on MUGA – This will need use of a ‘cherry picker’ to replace safely. Sec to get cost from NCC. Ultimately lights need to be replaced with LED’s. viii. Path Spraying (see item 10a on Agenda). ix. Standards & Register of Interests – To next meeting (Sec). x. VP Makeover Grant application – under development (Cllr Spurling). xi. Grassed area to be cut for Dogs – To be cut ASAP by Alan Whitlow next weekend if possible. xii. Benches – Sec had found design of oak bench but cost prohibitive @ £870 each. HH suggested recycled plastic costing around £400. BR to get quote. At least 2 will be needed. Item to go in next issue of The Column. xiii. Children’s Letter – Letters have been passed to Cllr Anderson to implement repairs etc as necessary. SS to draft letter to children. 	For action see item.
6.	<p>Swarland Show: Swarland Show is taking place on 29th August 2015. Show Committee main issue is how the Nelson’s tea room will work with the Show. <i>[Collette Ashby into meeting 7.30pm]</i> Show committee have provided a response to the question of what they want in terms of the relationship with Nelson’s/tearoom on show day and Nelson’s have since that made an alternative proposal. That proposal was discussed by the Show Team at their last meeting, their response was mixed. The Show Team have suggested that a small group representing the VPC, Nelson’s and the Show meet after the Licence agreement between Nelson’s and the PC is in place. This was agreed.</p>	

	<p>HH was asked to ensure that the Show carried out its own risk assessment and that it had its own public liability insurance in place. It also needs to ensure that individual attractions had their own public liability insurance in place. Sec to confirm this</p> <p>The committee was please to accept the Show Team’s offer to organise the Swarland Fun run and mid-summer BBQ on June the 21st.</p>	Sec
7.	<p>Governance/Lease:</p> <p><u>a. Update/Final agreement of Terms of Reference</u> SS advised that this has been agreed by the Parish Council.</p> <p><u>b. Date of Annual General Meeting -</u> RB explained that the terms of reference state three meetings plus AGM must take place each year. Currently have monthly meetings but hope this will be reduced as things settle down, with sub groups to thrash out details when needed. Agreed AGM would take place in early January 2016.</p> <p><u>c. Annual Report</u> – RB to produce report for Parish Council Annual meeting on 27th May with treasurers report.</p> <p><u>d. Forward planning</u> – Would be good to have plan in place - for future meeting (RB).</p>	Sec RB
8.	<p>Nelson’s Update:</p> <p>RB has been pulling together items for meeting with Solicitor with help of Cllrs Francis, Stanley and Spurling. Is expecting penultimate draft of agreement from Solicitor shortly and hopeful for signature next week.</p> <p>Mrs Vaggs said that she felt that public don’t know what nelsons is, nothing has been put before the public and asked for information in the next ‘Column’ (June edition). SS suggested that a noticeboard would be useful for Vyner Park.</p> <p>Mr Lyle asked about the Vyner Park Website. HH responded this is vynerpark.org.uk though still being developed.</p> <p>Mrs Vaggs asked why the name ‘Nelson’s’ has been chosen. It was indicated that the name was up to the business to decide.</p>	
9.	<p>Developing and promoting our offer:</p> <p><u>a. Tennis and bowls.</u> CA gave an update on the tennis which starts on Friday 8th May 4-5pm and 5-6pm. Fourteen people already signed up. Mrs Louise Fletcher produced a poster & flyer which really helped and it is hoped more interest will be generated. The 1st school is booked in on Mondays with Phil Baron for a 2 Hour session.</p> <p>The free access to the MUGA has been really well received by youngsters. RB indicated that if the school wanted to do anything else they needed to pull that together.</p> <p><u>b. Website/promotion</u> – RB agreed to draft membership form. Subscription for 2015/16 will be free. Need to publicise widely. Forms will help provide data base for future years. RB will speak to JV about forming a sub group to develop promotional activity further.</p> <p><u>c. Other priorities</u> – BR has met with N’land Football Association (NFA) applied for equipment (balls, bibs etc). Walking football should be set by the end of May. Will advertise through ‘The Column’ and will run probably Mondays 8-9pm, possibly hold demo on Fun Run day. BR has spoken to Police Charity about Goals and is hoping to get goals for MUGA from NFA.</p> <p>White lines for running track have been suggested but BR said he was concerned about H&S, potholes etc.</p> <p>Running club meets Wednesdays 7pm in The Square (CA).</p> <p>BR will send JV link for walking football information for website.</p> <p>BR said he’d like to run a tennis competition.</p>	CA RB RB BR

	<p>SS suggested that the VP Management Committee should promote the available facilities at VP but it was up to the public to make suggestions and run events. CA suggested that a method for the public to do this was needed. RB said this would be part of the promotional plan which would be worked on once Nelsons is sorted out. Potential methods of promotion include VP Noticeboard, monthly newsletter at Country Park, and via the school.</p> <p>RB suggested booking Northumbrian Ranters for open air concert in 2016 – raised issue of Public Entertainments Licence, working with Nelsons etc – for future meeting.</p>	RB
10.	<p>Grounds Maintenance:</p> <p><u>a.Path Edge Spraying-</u> RB advised this has been carried out by Mr Bob Dalton free of charge. RB will write a letter of thanks from the Management Committee to Mr Dalton.</p> <p><u>b. Spraying of Bowling Green</u> – RB said this was a specialist job and he had been quoted £200 to carryout the work.</p> <p><u>c. Appointment of Park Steward</u> –Only one expression of interest had been received following advert in The Column. This had been from Greg Anderson. <i>[The Sec and Cllr Anderson left the room while this matter was discussed – notes taken by HH].</i></p> <p>Was agreed to award Stewardship to Cllr Anderson bringing other people in for specialist work. Cost of Steward budgeted for and is replacement for Mr Hobson. RB to discuss job description, terms etc with Cllr Anderson and bring back to committee. Cllr Anderson may have to step down as voting Committee Member.</p> <p><u>d. Grass cutting</u> – South part of VP to be cut to make it more suitable for dogs.</p> <p><u>e. Dogs Policy</u> – SS said she'd had one email of complaint about Policy of not letting dogs play on playing field. Management Cttee agreed it was standard practice to exclude dogs from playing fields. Signs needed. HH agreed to produce A4 laminated signs.</p>	RB RB RB HH
11.	<p>Allotments (Sec)</p> <p><u>a.Decision on letting allotment sites to residents not paying Council Tax in Parish</u> – The Sec described the set up of the 8 allotments in VP. 2.5 resignations have been received and new tenants found for 1.5 allotments. Agreements are for allotments to be let to people who reside in the Parish. Only interested person not Council Tax payer in Parish but has caravan in Country Park. Possibility of costs being incurred to keep site tidy. Advice has been sought on legalities from NALC. Management Committee agreed to let allotment to applicant even though not resident, on condition that can be asked to leave with 12 months Notice.</p> <p><u>b.Decision on introducing separate charge for Poly Tunnel on Allotments site</u> – Agreed that a charge of £5.00 would be levied per year for the site where the poly tunnel was erected.</p> <p>It was asked if the new allotment holders could as part of their agreements be asked to cut the grass running outside their plots alongside the footpath.</p> <p>The Sec said that the Chester Bears was looking rather untidy and EH agreed to have a word with Chester Bears about this.</p>	Sec Sec EH
12.	<p>Finance:</p> <p>Draft Accounts had been produced by HH, and were circulated at the meeting. These indicated that the costs of running the Sports facilities including the VP Pavilion had all but broken even over the last year. There was a deficit of around £200. This was very positive considering the situation of the previous year. RB asked what the total value of PC support for the former sports club had been in the previous year. HH confirmed this as being £975. RB also pointed out that if the value of volunteer effort was added to the income side for the last year we would show a surplus. With regard to VAT, advice</p>	Sec and HH

	had been sought from HMRC and it was simpler if Parish Council paid for works and then reclaimed VAT. It was also hoped that a saving could be made on insurance payments. Comments on finance invited to HH by 13 th May.	
13.	Health & Safety: Nothing to report.	
14.	Urgent Items: i. Repairs to manhole north side of Vyner Park – Owen Pugh have been in touch on behalf of Northumbria Water. RB has met with them and agreed they will go round the edge of the Park and not cut across the playing field. Sec checking NW wayleave agreement. ii. Key for Friday night tennis – It was suggested that EH hold a key on behalf of parents so they could access toilets, this was agreed. RB to provide and update key log.	Sec RB
	Next meeting: Date of Next Meeting: 7pm Wednesday 3 rd of June 2015, Vyner Park Pavilion.	