

**Charity Registration No: 1163835**

**Vyner Park Charity**  
**Minutes of the Management Committee Annual General Meeting**  
**Tuesday 6<sup>th</sup> June 2017 7.00pm, Nelson's**

<b>1.</b>	<b>Present:</b> Cllr Mrs S. Stanley (Chair) (SS), Cllr N. Mansfield (NM), Cllr Stephen Gallico (SG), Cllr Steve Woolfrey (SW), John Richardson (JR), Andy Ferguson (AF). Lynn Fahy (LF) and Kelly Dunn (KD) represented Nelson's, and the Secretary (Sec) and Park Steward (GA) were in attendance.	<b>ACTION</b>
<b>2.</b>	<b>Apologies:</b> Mrs Alison Cowan and Mrs Elizabeth Hilton sent their apologies.	
<b>3.</b>	<b>Co-option of Community Members:</b> The Parish Council representatives on the VP Management Committee have been selected by the Parish Council as follows: Cllr Mrs S. Stanley, Cllr N. Mansfield, Cllr Stephen Gallico, and Cllr Steve Woolfrey. There were four names put forward as the Community members and all four were selected as follows: Mrs Alison Cowan, Mrs Elizabeth Hilton, John Richardson and Andy Ferguson.	
<b>4.</b>	<b>Election of Chairman and Vice Chairman:</b> It was agreed that Suzanne Stanley be Chairman and Neil Mansfield would be Vice-Chairman.	
<b>5.</b>	<b>Minutes of previous meeting 8th March 2017 (matters arising are listed as agenda items):</b> – These were agreed and signed as a true record.	
<b>6.</b>	<b>Chairman's report:</b> SS read out her report for 2016/17 which is shown as Appendix 1.	
<b>7.</b>	<p><b>Financial report:</b> The Secretary circulated details of income/expenditure (attached as appendix 2). Income for VP was £22,059.34 which included the £10,000 grant from NCC for capital works. Expenditure was £23, 095.98 which included about £9,400 for the capital grant works – the balance will be payable in 2017/18 and will slightly exceed the original £10,000 calculation.</p> <p>The expenditure has been split to show what was paid from the Vyner Park bank account and what was paid from the Parish Council account. Expenditure exceeded income by £1036.64 (4.7%) but this 'overspend' is covered by cash ( £6299) held in the Charity's bank account.</p> <p>The budget 'ask' to the PC for 2016/17 was for £8800 originally and VPC asked for the balance in September 2016 but the PC only agreed £4000. (It was recorded in the PC minutes that VP could come back about this). This underpayment has left VP with a shortfall from the PC of £1154.07. If the PC had paid the full amount asked for originally, then VP would have made a slight surplus of £117.43.</p> <p>On the plus side, in 2016/17 the firework event raised £1318.80, there was income from tennis coach Phil Barron, and donations for the use of tennis courts and equipment, plus £40 from Nelsons for the Christmas Shopping event they held, which totalled £298.31, and it is hoped this can be built upon in 2017/18.</p>	<p>Sec.</p> <p>Sec.</p> <p>GA.</p>

	<p>SS queried whether income from the allotments should have been included in the income – Sec to check.</p> <p>LF asked if she could meet with the Sec to discuss Nelsons electricity etc.</p> <p>A new meter has been installed by nPower so meter readings will be done remotely and hopefully will be less problematic. Contract is until 2018. SW recommended e.on.</p> <p>Payments which have been agreed by email since the last meeting were as follows;</p> <p>Kielder Forest products (Chippings for play area) £1140.00.</p> <p>Hilton Media (Signs) £498.00.</p> <p>Northwood Tree Surgery £580.</p> <p>Greg Anderson repayment £143.34</p> <p>Podium (Website hosting) £216.00.</p> <p>NCC Premises licence £180.</p> <p>Caretech (Electrical and fire alarm safety checks) £156.</p> <p>Carpet £830.</p> <p>All the above payments were confirmed.</p>	
8.	<p><b>Update on Lease and Licence:</b> SS said the 10-year lease between PC and VP was completed, and had been registered with the Charity Commission. The licence agreement between VP and Nelsons had been renewed for a further year and was signed on 25<sup>th</sup> May 2017.</p> <p>LF queried licence cost. Sec explained this was for the Premises Licence (alcohol, music etc) Sec to check with NCC if fee is applicable to charities.</p>	Sec.
9.	<p><b>Priorities &amp; action plan for 2017-18:</b> SS said the original Action Plan produced by Robert Brotherton has been largely superseded by the annual site inspection carried out in March 2017.</p> <p><b>Current issues:</b></p> <p><b>Signage:</b> New signs are ready for entrances and the end of the building.</p> <p><b>Play Area:</b> RoSPA inspection of the play area will take place in June. GA said last year the inspection had highlighted a few low risk issues and some replacements were done. He said that the step to the main tower requires repair. Playdale parts would cost £200 but GA said it was a simple repair he could do for about £40. The cheaper option was agreed. SG said he had noticed larger children being quite rough, climbing fences and throwing wood chips which might have caused an accident. He suggested the age limit for use of the play area could be reduced. It was felt this would require a public consultation. As LF and KD have not had any reports in Nelson's, it was agreed the occurrence would be noted and the situation monitored. Members of the management committee noticing any problems (including dogs on the playing field) could speak to the people responsible. Adults have sometimes been seen using the equipment.</p> <p><b>Courts:</b> SS said the MUGA surface is in a bad state, loose grit makes it slippery. EH had got price for new rubberised surface, plus preparation, of £57,000. Tennis courts are also deteriorating. It was agreed that this work can only be done with a grant. Need to speak to David Francis for advice on this. Short term measures are to jet wash and brush the surfaces. LF said that one of Nelson's customers has offered to help with grant applications. LF will contact her to see if she will help with court resurfacing application.</p> <p><b>Bowling Green:</b> JR said he had a quote for a replacement belt for the green sweeper of £7.32 with £10.00 p&amp;p. It was suggested that JR get three.</p>	GA.  Sec.  Sec. GA.  LF.   JR.

	<p><b>Allotments:</b> Sec said allotment holders have had new amended agreements. There has been one resignation effective April 1st 2018 but there is a waiting list.</p> <p><b>Website:</b> SS said there were some issues with this. SS, Sec and EH meeting 7.6.17 to review. Any information for website to Sec.</p> <p>SS will send copy of site inspection to Management Committee.</p> <p><b>Priorities for 2017-18:</b></p> <p><b>Policies:</b> Risk Assessment document and Safeguarding policy to be reviewed.</p> <p><b>Sport:</b> SS said that VPC needs to promote the use of the facilities for sport to support the ongoing commitment to Sport England. It was suggested that goal posts would make the football field more attractive to potential users, despite possible safety and wear issues. AF to get costs of replacement posts.</p> <p>Bowls – JR said VPC could participate in the Federation, but needed a team of 16-20 people. At present there are just about 6 people. LF suggested junior or family bowls. When the moss has been removed, it might be possible for Nelsons to arrange a community bowls night. Would need to purchase small plastic bowls for children. In the meantime it was suggested that a poster be put up with simple instructions on how to play bowls. SS would put up a notice reminding people they could borrow bowls (ideally with a donation to VPC) via Nelson's.</p> <p><b>Tree planting:</b> SS said that in the autumn (November) VP could do some small scale fruit tree planting. The Sec offered to personally donate the trees.</p>	<p>SS. Sec.</p> <p>AF.</p> <p>JR.</p> <p>SS.</p>
<p>10.</p>	<p><b>Firework display early planning decisions:</b> The annual bonfire night celebration will be on Friday 3<sup>rd</sup> November 2017. First meeting to arrange will be in July. Robert Brotherton has offered to be in charge of the bonfire team again. Hopefully Dave Francis will lead on the fireworks as before with SW and GA. Around 10 Stewards will be needed. LF suggested a possible First Aider; she will get contact details for Sec. Sec. offered to co-ordinate.</p>	<p>LF.</p>
<p>11.</p>	<p><b>Spoil dumping at east end of Vyner Park – progress report:</b> SS said that Cheryl Wilcox from NCC had visited site with a colleague the previous week. Cheryl had today forwarded advice from a colleague in the legal dept that no action can be taken with regard to the material being fly tipped but to refer the possible issue of contaminated land to Planning Enforcement and Env. Protection. SS summarised the situation, with landowner applying to NCC to have conditions relating to planning lifted still pending. Cheryl has forwarded response from Wendy Stevenson in Env. Protection that the land was not on contaminated land register, and a remediation notice hasn't been served by Env. Protection. The original planning application incorporated a technical report with evidence of PCB's from spot samples showing it was contaminated. The VPCMC will continue to investigate this.</p> <p>1. SG suggested referring matter to Environmental Protection Agency as there is risk of contamination to the stream behind the hedge which flows north into the Mere Burn – Agreed.</p> <p>2. Sec suggested making formal complaint to NCC – Agreed.</p> <p>3. SG suggested letter to landowner – Agreed: SG and Sec. to compile.</p> <p>4. Sec suggested that insurers might assist – Agreed Sec would contact.</p>	<p>All SG, SS and Sec.</p>

<b>12.</b>	<b>Urgent items:</b> None.	
<b>13.</b>	<p><b>Any other business:</b></p> <p>1. GA said there were problems with the lights in pavilion and toilet not flushing. A new lock is needed for the back door, and it was previously agreed a lock would be fitted to the inner vestibule door.</p> <p>2. LF said Nelsons had problems with floor being slippery behind the counter. Asked if could put down suitable covering without damaging original floor – Agreed.</p> <p>3. LF said there was a fridge in external storeroom and asked if it could be switched off – Agreed.</p> <p>4. SS and GA to see if they can clear the various objects and papers currently stored in ladies changing room.</p> <p>5. Sec needs new signatures for VP Bank account – Agreed that new Cllrs would be added.</p>	<p>GA</p> <p>Nelson's</p> <p>GA / SS</p>
<b>14.</b>	<p><b>Next Meeting:</b> 7pm Wednesday 13<sup>th</sup> September 2017.</p> <p>Meeting finished at 20.55</p>	

## Appendix 1

### THE VYNER PARK CHARITY

#### 3<sup>rd</sup> Annual Report 1<sup>st</sup> April 2016 – 31<sup>st</sup> March 2017

We had a change of personnel on the Management Team last year. Cllrs Brotherton, Handyside and Heal stood down as Parish Council representatives and were replaced by Gary Cunningham, Neil Mansfield and Sharon Spurling. We thanked Colin Heal for the valuable practical work he contributed, Robert for his work on the complexities of setting up the Charity and the Nelson's licence, and Helen for her work as treasurer. Elizabeth Hilton, Colette Cookson and John Richardson continued as Community members and were joined later in the year by Alison Cowen. Jan Anderson remained Charity Secretary.

Greg Anderson continued as Park Steward and carried out regular routine maintenance checks, whenever necessary (and always promptly) arranged or carried out essential repairs – to the children's playground, the pavilion, and fencing, and oversaw the capital works programme funded by a grant from County Councillor Trevor Thorne, as a result of which we now have serviceable fencing between the patio and bowling green behind the pavilion rendering it much safer and more attractive, plus additional paving and a small storage building. Greg & Elizabeth Hilton organised the Park spring-clean in April; there was a good turn-out of volunteers to spread a new load of chippings on the children's playground and carry out pruning, weeding, clearing and tidying.

The lease between the Parish Council and the Vyner Park Charity is now finalised and registered with the Charity Commission, and the Parish Council, through the agency of the Charity has renewed Nelson's licence for the coming year; the team running this very successful enterprise is still full of enthusiasm and the café is a huge asset to the parish.

The financial report will be attached as a separate document. However, it's worth pointing out that the Charity's finances benefited from room bookings outside Nelson's opening hours, from the continued hire of courts for junior tennis coaching, and from donations from local businesses towards Bonfire Night expenses as well as the PC precept.

Thanks to the Show Team and Nelson's, Vyner Park once more hosted a successful Annual Show. Sadly we know there won't be a Show this year because there aren't enough volunteers at an early stage to help with the forward planning and organisation. And thanks to the regular team plus additional volunteers and Nelson's catering, we had a hugely successful Bonfire Night celebration. Phil Barron continues to do regular junior tennis coaching, and John Stuart from Felton has booked to use the sports field fortnightly from September for junior football coaching.

Management of the wider parkland is increasing. However, where many gardens are increasingly manicured (close-cut lawns and shrubs) it is important that we recognise the site for the value to wildlife of its scrub and semi-natural grassland, and this was reinforced during visits by a grassland specialist from the Northumberland Wildlife Trust and a local organic farmer. We have carried out pruning to trees and shrubs where necessary, but will use a light touch on most of it. A Swarland resident suggested we turn the east field into a community orchard, and though the committee decided – in view of the information above – to reduce her plan slightly, an on-line survey carried out via The Column asking for level of interest and commitment to help drew virtually no response (which doesn't necessarily mean people aren't interested). However the field will be cut more regularly (at considerable expense unfortunately) to reduce the dominance of the coarser meadow grasses and plants, and there is scope for planting more native trees (including fruit) for their wildlife value and appearance, and encouraging a wider range of wild flowers. We are currently working with various departments of NCC to try to solve the problem of spoil tipping into the hedge at the east end of the Park, arising from building work on the adjacent site.

***Suzanne Stanley (Chairman) June 2017***

Appendix 2

**VYNER PARK CHARITY**  
**Income and Expenditure**

1st April 2016-31st March 2017

<b>Income</b>			
	Precept contribution from PC	4,000.00	
	NCC Small Grant	10,000.00	
	Booking fees/donations	298.31	
	Firework event	2,193.78	
	Firework event donations	275.00	
	Electricity reimbursement	3,900.00	
	Water reimbursement	1,387.25	
	Pavilion Licence	5.00	
			Nelson's
		<u>22,059.34</u>	<u>22,059.34</u>
<b>Expenditure</b>	<i>[From VP Bank Account]</i>		
	Electricity	3,546.61	
	Water	768.33	
	Website Hosting	216.00	
	Tree works	580.00	
	Mole treatments	120.00	
	Play Area	1,283.34	
	Signs	498.00	
	Pavilion repairs	145.99	
	Firework event	1049.98	
	Park Steward	401.64	
	Misc.	28.00	
		<u>8,637.89</u>	
	<i>[From PC Account]</i>		
	Insurance	849.15	
	Premises licence	100.00	
	Capital works grant	9,418.04	
	Grasscutting	1,508.00	
	Play area repairs & Inspection	254.55	
	Fire Insp etc	129.00	
	Banner Sign	32.49	
	Misc.	315.42	
	VAT (to be reclaimed)	1,851.44	
		<u>14,458.09</u>	<u>23,095.98</u>
	VP Charity Bank Balance @ 31.3.2017	8,660.44	
	Cheques not cashed		
	100020	580	
	100021	498	
	100022	1140	
	100023	143.34	
		2361.34	
		<u>2361.34</u>	
	Balance available		<u>6299.1</u>
	Original Budget 'ask' from PC	8,800.00	
	Minus Contribution from PC	3645.93	
	Minus Cash from PC	4,000.00	
	Shortfall	<u>1154.07</u>	