

Charity Registration No: 1163835

**Vyner Park Charity
Minutes of the Management Committee Meeting
Wednesday 8th March 2017 7.00pm, Nelson's**

1.	<p>Present: Cllr Mrs S. Stanley (Chair) (SST), Cllr N. Mansfield (NM), Cllr Ms S.Spurling (SSp), Mrs Alison Cowan (AC) and Mrs Elizabeth Hilton (EH).</p> <p>Deborah Lewney (DL) represented Nelson's and the Secretary (Sec) and Park Steward (GA) were in attendance.</p>	ACTION
2.	<p>Apologies:– Cllr B. Ryan, Mrs Collette Ashby and Mr John Richardson sent their apologies.</p>	
3.	<p>Public Questions (5 mins) Mrs Vaggs – Expressed her concern about the boundary at the east of Vyner Park with dumped material and lack of clarity on ownership of boundary hedge. She said she would check with the previous owner of the land to the east of VP.</p>	
4.	<p>Approval of Draft Minutes from previous meeting of the 12th December 2016 Minutes were agreed and signed.</p>	
5.	<p>Matters arising from the previous minutes 12th December 2016:</p> <p>a.Response to Brewery applicant – Sec to send formal response.</p> <p>b.Outcome of contact with Mr Fletcher re bowls – Sec to contact. Ask John Richardson for contact details.</p> <p>c.Completion of capital works - building of blockwork store (Greg Anderson). – GA to meet with Sean McWilliam on site to get costs for work completion. Work should be done by end of March.</p> <p>d.Safeguarding Policy (Sharon Spurling) – The policy is in place and is just being tweaked.</p> <p>e.Budget 2017/18 – Work has been completed on the draft budget which will require input of £7140 from the Parish Council plus insurance.</p> <p>f. Electric cupboard – Still to be cleared . SSp said she would do this.</p>	<p>Sec.</p> <p>Sec.</p> <p>SSp.</p>
6.	<p>Requested items for Agenda:</p> <p>a.Work through and revise if necessary Nelson's Licence schedule. Nelsons licence is due for renewal in May 2017. Needs slight change in relation to alcohol ie remove word 'primarily' and insert 'also sold via a bar'. Agreed.</p> <p>b.Annual site inspection – Site inspection was carried out by SSt and GA accompanied</p>	<p>SSt.</p>

	<p>by Sec 7th March 2017. There are a lot of actions for GA and also items suitable for group projects such as the Annual Spring Clean. EH said she would organise this again. Sec advised grass cutting of main pitch and other areas 13xyear by NCC is £1510.08 plus VAT.</p> <p>GA to speak to John Richardson about repairing bowling green sweeper.</p> <p>With regard to MUGA tennis court condition (item 16&17) quotes for resurfacing are needed. Discussion on whether tennis parents would help to clear or fundraise. Possibly apply to the Community Chest for funding. EH to try to get quotes.</p> <p>GA to work though list of works and record hours.</p> <p>Spring Clean will be Sunday 2nd April 10am. Will need list of things to do including spreading 20 cubic metres of wood chips in play area (cost £920 plus VAT).</p> <p>c.Orchard Survey results (attached) / Management of grassland area / Plan of action Only 5 returns made. Julie Peacock has said on this basis of apparent lack of interest/support , she can't see the point in creating the Community Orchard. However, Management team keen to make some progress on a smaller scale ie planting 12 trees and providing picnic tables. Need to concentrate on getting meadow into good condition. VP can afford to cut and clear end of July and early October.</p> <p>d.Football and tennis 2017 - John Stewart Felton jnrs (for under 10's) wants use of part pf football pitch Sept to April but can't cut the field now in return as can't get the equipment. VP would ask for small fee of £5 per session. Phil Baron has started tennis. Next invoice due November.</p> <p>e.Tree works – SSt said she'd got three quotes. Cheapest quote was Dave Barnes @ £580 – agreed. Stump on land beside pavilion will be trimmed and could have climbing plants on it as a feature. Work to be done 27/28 March. People can have wood/chipping for a donation.</p> <p>f.Allotments – take-up and management. One empty allotment. To be offered to John Sanderson. Sec to send letter to all allotment holders reminding them to tidy hedges.</p> <p>g.Approval of expenditure – Approval needed of method of authorisation between meetings and in emergencies. This was discussed and agreed that expenditure could be agreed by email which would be retained and brought to next meeting so it was recorded in minutes. Expenditure items in next quarter are chippings from Kielder Forest Products, playground repairs and new MUGA token box may be needed.</p>	<p>EH & GA</p> <p>EH GA</p> <p>SSt</p> <p>Sec.</p> <p>Sec.</p>
<p>7.</p>	<p>Finance: - HSBC VP Account as at 19th February 2017 £8462.44</p> <p>INCOME – Nelson to send booking forms to Sec by email. VP can invoice for monies owed.</p> <p>EXPENDITURE</p> <p>Repayment to Greg Anderson for undersink water heater 13th Feb 2017 - £112.79 inc VAT.</p> <p>Mark Ryder Plumbing and Heating for installation of undersink water heater - £102.00 inc VAT.</p> <p>Repayment to Jan Anderson for renewal of Freeola VPC website domain name - £20.39 inc VAT.</p>	

	<p>Repayment to Greg Anderson for plastic coated wire (netting repairs) spray paint (playground repairs) - £6.99 inc VAT.</p> <p>Playground repairs and floodlight token boxes – expenditure requires approval. Amount to be confirmed.</p> <p>All the above were agreed.</p>	
8.	<p>Health and Safety: DL said there was a problem of people slipping on wet floor in pavilion entrance. Need for carpet or runner. She said she would get a price.</p> <p>In the meantime signs warning of possible slipping hazard would be put up by SSt.</p>	<p>DL</p> <p>SSt.</p>
9.	<p>Urgent items:</p> <ul style="list-style-type: none"> a. DL said someone came to test fire extinguishers, no id. Said that they'd not been paid for previous years inspection. Sec to check. b. Signage – agreed to pay before the end of March. Fitting will be separate charge. c. Future meetings – Approximately every 3 months. New list of key dates to be produced. June/Sept (not first week)/Dec/March. 	<p>Sec.</p> <p>Sst.</p>
10.	<p>Date of next meeting: – Tuesday 6th June 2017 2017 - 7pm Nelsons.</p> <p>Meeting finished at 20.30pm</p>	