

Charity Registration No: 1163835

Vyner Park Charity
Draft 2 Minutes of the Management Committee Meeting
Wednesday 14th March 2018 7.00pm, Nelson's

1.	Present: Cllr Mrs S. Stanley (Chair) (SS), Cllr Steve Woolfrey (SW), Cllr Stephen Gallico (SG), Alison Cowen (AC), Elizabeth Hilton (EH), Andy Ferguson (AF). Lynn Fahy (LF) and Kelly Dunn (KD) represented Nelson's, and the Secretary (Sec) and Park Steward (GA) were in attendance.	ACTION
2.	Apologies: John Richardson (JR), and Cllr Neil Mansfield (NM) sent their apologies.	
3.	Public Questions (5 mins): No members of the public present.	
4.	Minutes of the last meeting 24th January 2018 (Extraordinary Meeting) – These were agreed and signed as a true record.	
5.	<p>Matters arising from the minutes of the last meetings 13th December 2017 & 24th January 2018.</p> <p>a) <u>New signage</u> – KD bought 'No smoking' signs and put them up at the front and rear of the pavilion.</p> <p>b) <u>Football table etc</u> – SS advised that the football table cluttering up the ladies changing room didn't sell but there had been a suggestion that it could go in the central changing area, and the bench on the side wall could be removed to give more space. GA to measure up. The drinks vending machine needs to go but the auction house won't take it. To be disposed of.</p> <p>Chairs to be offered on Gumtree (Sec) then Longhoughton website (SW) at £1.00 per chair. If this fails try 'Freecycle'.</p> <p>c) <u>Car park lights - report on progress</u> - GA said new lights and brackets have been delivered. AF has scaffold tower. GA and AF to put lights up when weather allows. Risk Assessment of job needed. KD asked if Nelsons could borrow scaffold to enable them to clean upper windows.</p> <p>d) <u>Goalposts - report on progress</u> – AF has invoice and was able to negotiate 2 more spare sets of nets for just a few more pounds than grant amount. Invoice made out to VP. Goalposts will be delivered to AF. AF to give invoice to SG.</p> <p>e) <u>New waste bin - report on progress</u> – GA said he had bin, and has put paving slab to provide base beside recycling bins in car park.</p> <p>f) <u>Bank Account signatories</u> – report on progress – SG said the required information for additional signatories has been sent to the Bank, and he is waiting to hear from them. SG and SW need to go to bank in Morpeth with identification. SG will contact Bank re signatories week beginning 19th March if no response.</p> <p>All other matters are dealt with under Requested items.</p>	<p>GA</p> <p>Sec & SW</p> <p>GA & AF</p> <p>AF</p> <p>SG & SW</p>
6.	Requested items	
	a) <u>Nelson review meeting - discussion/agreement of changes to schedule.</u> - SSt said the planned meeting had taken place. Nelsons had said January is a bad time for a	

7.	<p>Finance</p> <p>SG advised the balance of £8784.18 includes grant for goalposts. VPC has approximately £6K in hand. Requested budget to PC was agreed but has no allowance for reserve so if a disaster occurs at VP, VPC will need to go to PC for additional funds. Balance remaining from VPC 'ask' for 2017/18 to be calculated and paid to VPC.</p>	Sec
8.	<p>Health and Safety –</p> <p>a. <u>Risk Assessment review</u> still outstanding. Sec and GA to complete by 13th April 2018.</p> <p>b. <u>VP site inspection</u> – SSt said annual inspection was done 14th March. Generally good with less works needed than last year so progress is being made. Need signs 'No dogs on Playing Field' (3 needed). SSt to get from Mole/Screwfix.</p> <p>GA to ask NCC Env. Health if they provide free signs.</p> <p>Main issue found during inspection was the loose car park surface which needs looking at with a view to making it more level. Additional material will be needed. GA to get costs.</p>	<p>Sec & GA</p> <p>SSt.</p> <p>GA</p> <p>GA</p>
9.	<p>Urgent Items</p> <p>a. <u>Allotments</u> – Sec to send out invoices by end of March. Fees to go to SG to bank.</p> <p>b. <u>Grass Cutting</u> – More frequent grass cutting needed and cuttings removed to provide suitable surface for regular football training. Want NCC to do everything except playing field. Sec to get quote from NCC.</p> <p>Sec to also get quote from NCC for spraying all paths.</p> <p>c. <u>Lighting for Nelsons</u> – Nelsons want to put a dimmer switch in for café lights and a timer switch for the path lights. AF to get electrician to look at this. Agreed that Nelsons can go ahead with this if happy with cost.</p>	<p>Sec.</p> <p>Sec.</p> <p>Sec.</p> <p>AF</p>
10.	<p>Any other business</p> <p>Swarland Show Committee has written to VPC to request use of VP on 1st September for show – Management Team agreed this. Nelsons would like the Show Cttee to minimise the time the car park is out of operation as it affects their business. EH suggested splitting car park. Show Cttee and Nelsons will need to liaise to minimise disruption in car park.</p> <p>It was agreed that AC would be the VPC Representative for the Show Cttee.</p>	
11.	<p>Next Meeting: Wednesday 13th June 2018 7.00pm. This will be the Annual General Meeting.</p> <p>Meeting finished at 20.44</p>	