

Charity Registration No: 1163835

Minutes of the Management Committee Meeting

Monday 12th December 2016 7.00pm, Nelson's

	<p>Present: Cllr Mrs S. Stanley (Chair) (SST) , Cllr N. Mansfield (NM), Cllr Ms S.Spurling (SSp), Cllr B. Ryan, Mrs Alison Cowan (AC) and Mr John Richardson.</p> <p>Lynn Fahy (LF) represented Nelson's and the Secretary (Sec) and Park Steward (GA) were in attendance.</p>	ACTION
1.	Apologies: – Mrs Elizabeth Hilton and Mrs Collette Ashby sent their apologies.	
2.	Public Questions (5 mins) – No members of the public present.	
3.	<p>Minutes from previous meeting of the 14th September 2016 – Ratification of decisions made as the meeting was non-quorate as follows;</p> <ul style="list-style-type: none"> a. Provision of key box for Nelsons. b. Signage for building. c. Co-option of Alison Cowan. d. Community Orchard – idea of orchard supported but detail needs working on. e. Bonfire Night arrangements agreed. <p>Minutes were agreed and signed, and decisions ratified.</p>	
4.	<p>Matters arising from the previous minutes:</p> <ul style="list-style-type: none"> a. Flyer (EH): – Sec to follow up with EH if necessary. b. Community Orchard: – information has been sent to SSt from a contact who has been involved in an established community orchard. These details have been circulated, and the process looks quite labour intensive. Agreed that the orchard needs to be in the right location & part of zoned plan for VP. Mrs Peacock, SSp, SSt and GA to do a walk round in new year and scope the whole site. Survey to be set up on website – item in Feb Column giving details. SSt & Sec to draw up questions. Poster needed advertising Community Orchard. Mrs Peacock needs group of people to establish and maintain orchard and have plan in place in case people drop out. c. Capital Works to Pavilion (GA): - GA provided update on progress. The only item that needs to be done is the blockwork store though the base is completed and materials bought. The base cost about £100 more than planned. Original contractor can't complete. The whole project has cost £9500 so far. It was agreed that GA should approach second quoter to see if he can complete job, 	<p>Sec.</p> <p>JP,SSp,SSt &GA</p> <p>SSp & Sec.</p> <p>SSt.</p> <p>GA</p>

	<p>obtain price and circulate details.</p> <p>d. Nelsons and Vyner Park signs for end of pavilion facing car park: – These were agreed. Cost not to exceed £470. EH can't do until new year. Sec to give go ahead.</p> <p>e. Community Brewery: – Formal response to be given to applicant on why space in pavilion can't be given although elsewhere on site might be possible. Sec to do response.</p> <p>f. Report back from Firework Night 4th November 2016:Event went well, weather good. £1400 surplus made. SSt said there were nails etc on site of bonfire. Agreed to meet up Saturday 17th at 2pm. – need to include this in plan for 2017 to clear by end of Dec.</p> <p>g. Use of bowls area:- Sec to contact Mr Fletcher re winter use by Lesbury Club. NM has been contacted by interested party re use of bowling green. £5.00 per hour for 3 lanes. Use of green on Fridays could fit in with Nelsons late opening with bar.Neil to pass details to Sec.</p> <p>h. Charges for electricity:- LF queried bill for electricity. Nelsons pays bill for pavilion but VPC should pay for outside lights. GA said that there is a separate meter for floodlights and he will take readings, and work out costs. AC said that at Longframlington the PC lights cost £60 per annum and allows people to play for free. LF thought it was difficult for people to use the VP token boxes but GA said he had checked them and they were ok. 1 token for 1 hr.</p>	<p>Sec.</p> <p>Sec.</p> <p>Sec.</p> <p>EH</p> <p>GA</p>
<p>5.</p>	<p>Additional Community Team Member – The Chairman welcomed Alison Cowan from NotM as the new co-opted Community Team Member. Contact details have been provided and agreement/interest forms completed and signed.</p>	
<p>6.</p>	<p>Action Plan Update (items not already covered in matters arising)</p> <p>a.Tennis Competition (BR):- BR said there didn't seem to be much interest in this. Phil will restart tennis after Feb half term. Ultimately want to have competitions between clubs. People using courts but no-one wants to do organising. Phil has suggested killing moss and power washing courts – Sec to see if NCC would give quote for this. AC offered to contact Charles Fortescue.</p> <p>b.Site inspection update (GA):- GA said he was still working through the list. Defective light in MUGA looks as though it is an electrical problem rather than just broken bulb. Childrens play area needs more woodchips. CA has suggested concrete table tennis table for older children to be positioned outside the main play area and will try to get a grant for this – this was well supported.</p> <p>c.Safeguarding - SSp has looked at the VPC policy and its adequate but some more process detail is needed. She will do this.</p> <p>d.VP/PC Lease update:- Completed and with Solicitor for registering.</p> <p>e.Sport England update:- Sec has no further information.</p> <p>f.Posts from MUGA (Sec) – GA has removed the old basketball hoop and disposed of it. [Sec to contact Colin Heal for posts he may have]. The posts in the pavilion changing area are for 5-a-side. BR said parts were missing. AC to see if husband can help make some replacement parts.</p>	<p>Sec.</p> <p>AC</p> <p>CA</p> <p>SSp</p> <p>AC</p>

7.	<p>Gates/Keys and fees: - Hire of the pavilion has already been covered at 8 (below).Bowling green to be kept locked. Would-be users to get key at Nelsons and be asked for a donation. Draft hire agreement was circulated and changes discussed. Change Hire fee to 'Booking fee for other facilities'.</p>	Sec. SSt.
8.	<p>Forward Plan and budget (need to be agreed before PC meeting 25/1/2017):- Draft budget has been circulated. SSt asked if there was guidance on the amount of reserves that should be kept – SSp said Charity Commission suggests 6 months operating costs ie £7000.</p> <p>Suggestion to ask Show for donation for site rent for 2016 (Sec).</p> <p>Need to look at running more events as fundraisers. Pavilion can be hired by community outside Nelsons hours 7am-7pm. Charges for Nelson’s using pavilion outside normal hours were waived until the review meeting in January 2017, when the issue will be reconsidered. Booking forms still required for events to give idea of numbers.</p> <p>Cost of utilities may need to be tweaked depending on electricity costs for spotlights.</p> <p>Arrangement for split needs to be made at annual review.</p> <p>Precept ask has been reduced from £8800 to £8000.</p> <p>Decided not to keep dedicated mobile phone saving £20– Sec to use own phone and amend website accordingly.</p> <p>When trees trimmed could bag up and sell the wood.</p> <p>Agreed budget to go to PC.</p>	Sec. LF Sec. Sec. GA Sec.
9.	<p>Land management issues including Allotments – decision needed on letting vacant site to resident of Newton on the Moor (Sec).</p> <p>a. Some tree works to be done. SSt to get quotes.</p> <p>b. Sec explained existing allotment agreements only specify 'Swarland Parish'. This needs to be changed as not Newton on the Moor & Swarland and therefore residents of NotM could have an allotment. Sec also to revise standard annual letter to include keeping allotments tidy.</p>	SSt. Sec.
10.	<p>Sports Development Plan – Review</p> <p>AC and CA have met with John Stewart re: Felton jnrs. They would like to use part of football pitch from Sept 2017 to May 2018 on Sundays 10-11.30. Children under 10. Would like field free of charge but would maintain field in return, and cut through whole growing season. – Agreed.</p>	AC
11.	<p>Maintenance issues, including condition of north gate:- GA will check gate and see if it can be patched.</p>	GA
12.	<p>Health & Safety: LF reported lights off in car park. GA to check tomorrow 13.12.16.</p>	GA
13.	<p>Secretary’s Role document: – for approval:- Draft document has been circulated but Sec said some more detail needs to go in. Sec will do this and recirculate.</p> <p>SSt said that the role profile for PC Cllrs on the VPC Management Committee needs to be reviewed.</p>	Sec.

14.	<p>Finance: - HSBC VP Account as at 19.11.2016 - £8,950.27.</p> <p>INCOME</p> <p>Cash donations from tin in Nelsons - £143.31 Majority of balance from '2015/16 Ask' from Parish Council £4,000. Cheque donation received from Mr Scott for Firework Night - £100. Cash Donation for Firework Night £25.00. Firework Night Income - £2193.78. Cheque from P. Barron – Court Hire - £115. Cash from Nelsons Room Hire 26.11.2016 - £40.</p> <p>EXPENDITURE</p> <p>Reimbursement to Mrs J Anderson floats for Bonfire Night - £350 Reimbursement to Mrs J Anderson for Fireworks for Bonfire Night - £744.98. Payment to Steward for range of maintenance duties at VP 2015/15 £401.64. All the above were agreed.</p>	
15.	<p>Urgent items:</p> <ul style="list-style-type: none"> a. Hedge to east of VP site which has been the subject of complaint to NCC, needs checking to see if it has been cleared of rubbish, and tidied up. b. Query to be made to see if contribution could be made from S106 agreement to Parish/VPC from development recently approved on old equestrian site. 	GA Sec.
16.	<p>Date of next meeting: – Wednesday 8th March 2017 - 7pm Nelsons.</p> <p>Meeting finished 21.30.</p>	