

Charity Registration No: 1163835

Vyner Park Charity
Minutes of the Management Committee Meeting
Wednesday 13th December 2017 7.00pm, Nelson's

1.	Present: Cllr Mrs S. Stanley (Chair) (SS), Cllr S. Gallico (SG), Cllr Steve Woolfrey (SW), Elizabeth Hilton (EH), Andy Ferguson (AF), and the Secretary (Sec) and Park Steward (GA) were in attendance.	ACTION
2.	Apologies: Alison Cowan (AC), 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 13th September 2017 – These were agreed and signed as a true record.	
5.	<p>Matters arising from the minutes of the last meeting 13th September 2017</p> <p>a. <u>Car park sign on main road (EH)</u> – EH said this might be difficult to do and suggested looking at it in the spring. No Smoking signs are needed for outside the pavilion – Sec to buy, GA to put up. SG raised issue of ice on footpaths. Suggested signs outside pavilion door and on entrance gates ‘Caution – Path slippery in cold weather’.</p> <p>b. <u>Landscape issues: hedge; trees</u> – Mr Blackshaw has advised that Steve Clareheugh will sort out the hedge on east of park in January. SS said that the Woodland Trust has awarded VPC around 30 hedge saplings and 30 tree saplings. Fruit trees (pot grown) which have been donated, will be obtained in March.</p> <p>c. <u>Changing room contents</u> – SS said there’d been no response to advert for football table. There were no takers for the chairs or for the plastic covered cubes.</p> <p>d. <u>Children’s play area repairs (GA)</u> – GA reported nets done, ongoing maintenance. Inspection report highlighted a few areas of wear but these were within tolerance.</p> <p>E. <u>Bonfire Night</u> – SG reported approximately £2400 income and profit will be around £1500. SS said from profit, £600 will be added to Community Chest grant for new goalposts. Wash up meeting was held on 13th November. Notes to go out with draft handwritten income/expenditure provided by SG.</p> <p>All other matters are dealt with under Requested items.</p>	<p>Sec</p> <p>Sec</p>
6.	<p>Requested items</p> <p>a. <u>Approval of Appointment of Treasurer and additional signatories for VPC Bank Account.</u> It was agreed that Cllr Stephen Gallico would be the VP Treasurer, and that the signatories on the VPC account would be Cllrs Stanley, Gallico, and Woolfrey.</p> <p>b. <u>Draft 2018-19 budget for approval (SG/SS)</u> SG circulated draft budget.</p>	

	<p>Page 1 – The licence fee will be subject to the review meeting in January. The question will be whether Nelsons can afford to pay some sort of rent. Could possibly raise extra income via raising allotment rents if water is installed. Tennis coaching fee is £100 plus use of floodlights. Football coaching will provide additional income from Sept 2018.</p> <p>Page 2 – Water and electricity shown as ‘zero’ as paid by Nelson’s. Website – continue with Podium as EH can’t do support for less. Grass cutting expenditure increased as will need more cuts and also cuttings will need collection to improve surface for football. Dave Thompson does Felton playing field and SS has contacted him for costs.</p> <p>Premises licence is held by VPC. Nelsons will be asked to make a contribution to annual licence cost at January review meeting. Repairs to pavilion – GA recommended keeping contingency of £1500 and repairs to playground at £1800 as probably will need some chippings in 2018/19. Timberwork and boards will need repair. Sec raised query about covering costs for Park Steward if GA away. AF said he would act as stand-in for GA so no extra costs would be incurred.</p> <p>Contingency £1000 reserve.</p> <p>It was noted that the PC has reserve funds to cover SVH, VP and JH so the contingency fund of £1000 could be removed, especially as VP does have money in account.</p> <p>The budget was agreed subject to SG removing £1000 contingency, and then SS will send to the PC.</p> <p>EH left the meeting at this point at 20.10</p> <p>c. <u>Decision on Car Park lights replacement and improvements to Pavilion lights (GA)</u> – GA said the two floodlights overlooking the car park have intermittent problems. The electricity supply to the poles is fine so just new fittings/LED’s are needed. These will be cheaper to run and be more reliable. AF said he could fabricate new fittings and lights would be about £120. Disabled toilet needs light replacing with LED lamp and also kitchen light. This will require electrician. GA will pay and be refunded – agreed.</p> <p>d. <u>Situation with nPower (JA)</u> – The Sec updated the Management Team on billing problems she has been resolving with nPower. nPower have assured Sec that their system has been updated so that they will take remote readings. This second complaint took until 16th November to resolve and nPower agreed to credit the VPC account £100 as a goodwill gesture. Sec requested approval via email on 22nd November for the signing of a cheque to nPower for £1439.74 bringing the matter to a close. This cheque was paid by the PC from the funds it holds on behalf of VPC. Cheque with covering letter sent to nPower and Sec hasn’t heard anything back yet BUT oddly also hasn’t had any further invoices.</p> <p>nPower have however asked if VPC will be renewing its contract with them. The current contract runs out in May 2018 and Sec was told by nPower that VP would have to give 60 days notice if it wished to cancel. This was discussed and AF said he would try to get quotes from other suppliers. SG has figures of current usage.</p> <p>e. <u>Award of NCC Community Chest grant (SS)</u> – SS said grant application for goal posts was successful (£2025) and remittance advice received that grant (for 75% of the total cost of goalposts) has been banked. The grant has to be used and verified within 12 months of receipt. AF to check that supplier will hold price.</p>	<p>Sec</p> <p>Sec</p> <p>SS/Sec</p> <p>SG/SS</p> <p>AF/SG</p>
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	<p>f. <u>Heating in Nelson's (SS)</u> – PC has asked VPC to look at more efficient heating for the pavilion. Could get an independent specialist in. SS will speak to Nigel Jenkins (VP architect). AF and SW said an air source heat-pump could be a possibility and will contact someone to look at site, though initial outlay would be considerable. There is however the possibility of getting a grant to cover costs.</p> <p>g. <u>Dog waste issues (SS)</u> – Agreed to order a new bin. Have bags and spray but issue is how to give bags out. NCC will supply free bags. The best site for a dispenser was discussed but no conclusion was reached. GA to give spray to AF to use; he will also take photos.</p> <p>h. NE Youth meeting (AC/AF/SS) – This arose when Jon Niblo (Chief Exec., NE Youth) met Cllr Rixon. Contact then made with SS and meeting with AF, AC and SS took place on 4th December. Membership fee would be £75 per year and NE Youth would help with youth activities. This was discussed but group felt that youth numbers in the community were insufficient and previous attempts to start youth activities have been unsuccessful, -so decided not to pursue. SS to contact Jon.</p> <p>i. Meeting dates for 2018 (Sec) dates for confirmation.</p> <p style="padding-left: 40px;">Nelsons Review Meeting Tuesday 16th January 2018 7.00pm Wednesday 14th March 2018 7.00pm Wednesday 13th June 2018 AGM 7.00pm Wednesday 12th September 2018 7.00pm Wednesday 5th December 2018 7.00pm</p> <p>Dates were agreed. AF said he could make it to Nelsons review meeting if needed.</p>	<p>AF</p> <p>SS</p> <p>AF/SW</p> <p>GA</p> <p>SS</p>
7.	<p>Finance</p> <p>Balance in HSBC Bank Account as at 19th November 2017 was £8006.09. As grant has since gone in the account balance is about £10,000.</p> <p><u>Cheques approved since last meeting via email procedure.</u></p> <p>nPower repayment for duplicated refund £1499.74</p> <p>Caretech Systems Ltd for electrical work £483.</p> <p>Reimbursement to Jan Anderson for Dog Poop spray and bags - £21.92</p>	
8.	<p>Health and Safety – No additional items.</p> <p>Risk assessment from last meeting to be worked on by Sec and GA.</p>	Sec/GA
9.	<p>Urgent Items</p> <p>a. SG is sorting out bank account signatures. Needs copy of PC minutes when Parish Cllrs were appointed to the VP Management Committee.</p>	Sec
14.	<p>Next Meeting: Wednesday 14th March 2018 7.00pm at Nelson's.</p> <p>Meeting finished at 21.00</p>	