

**Charity Registration No: 1163835**

**Vyner Park Charity**  
**Minutes of the Annual General Meeting**  
**Wednesday 13<sup>th</sup> June 2018 7.00pm, Nelson's, Vyner Park, Swarland.**

<b>1.</b>	<p><b>Present:</b> Cllr Mrs S. Stanley (Chair) (SS), Cllr Steve Woolfrey (SW), Cllr Stephen Gallico (SG), Alison Cowen (AC), Andy Ferguson (AF), John Richardson (JR), Dave Blackshaw (DB), Andrew Hastie (AH)</p> <p>Lynn Fahy (LF) and Kelly Dunn (KD) represented Nelson's, and the Secretary (Sec) and Park Steward (GA) were in attendance.</p>	<b>ACTION</b>
<b>2.</b>	<p><b>Apologies:</b> Elizabeth Hilton (EH) and Cllr Neil Mansfield (NM) sent their apologies.</p>	
<b>3.</b>	<p><b>Public Questions (5 mins):</b> No members of the public were present.</p>	
<b>4.</b>	<p><b>Co-option of Community Members to the Management Committee:</b></p> <p>The Parish Council representatives on the VP Management Committee had already been selected by the Parish Council as follows: Cllr Mrs S. Stanley, Cllr N. Mansfield, Cllr Stephen Gallico, and Cllr Steve Woolfrey</p> <p>Community member Elizabeth Hilton did not wish to be considered for co-option this year, so she was thanked for her active commitment, enthusiasm and input to Vyner Park's activities. Alison Cowen, Andy Ferguson and John Richardson were willing to stand again, along with two new applicants, David Blackshaw and Andrew Hastie. It was agreed that Alison Cowen, Andy Ferguson, Dave Blackshaw and Andrew Hastie would be co-opted as Community Members, and that John Richardson would be appointed as Allotment/Bowling Liaison in a non-voting role.</p>	
<b>5.</b>	<p><b>Election of Chairman and Vice Chairman:</b></p> <p>It was agreed that Cllr Suzanne Stanley be Chairman (proposed by Cllr Woolfrey, seconded by Cllr Gallico).</p> <p>It was agreed that Cllr Steve Woolfrey be Vice Chairman (proposed by Cllr Stanley, seconded by Cllr Gallico).</p>	
<b>6.</b>	<p><b>Minutes of the last meeting 14<sup>th</sup> March 2018</b> – These were agreed and signed as a true record.</p>	
<b>7.</b>	<p><b>Matters arising from the minutes of the last meeting 14th March 2018:</b></p> <p>a. Football table and vending machine (Minutes item 5b) – Had been suggested at an earlier meeting that the football table could go in the pavilion cloakroom area but because of alterations to be made, there won't now be room. Agreed football table to be disposed of. Disused vending machine has been dismantled by GA. DB said he would remove and dispose of resultant scrap metal.</p> <p>b. Goalposts (Minutes item 5d) – Junior posts now on field, full sized posts in store. John Stewart is marking key points on pitch 16/6/2018 after which sockets will be put</p>	DB

	<p>in proper places for full sized goals. Copy invoices needed for materials by SS to send to NCC as part of grant feedback.</p> <p>c. Electricity supply (Minutes item 6g) – Contract has been renewed with nPower for three years on more favourable terms.</p>	AF
8.	<p><b>Chairman’s report:</b> Cllr Stanley read her report for 2017-18 which is attached as Appendix 1.</p>	
9.	<p><b>Financial report (Treasurer) for discussion and approval :</b> Cllr Gallico reported that the VPC had made a £43.00 surplus in 2017/18, however these accounts cover only the Vyner Park Charity transactions from its own account. They need amending to include expenditure by the Parish Council on behalf of the VPC from the VP grant. This will be done for the next meeting. The PC hasn’t paid the remaining grant to the VPC which needs to be calculated. The Sec suggested going back to 2014 when VPC set up and agreed to review PC figures for the next meeting. It was agreed that the VPC Management Team were happy with the accounts in their present form as presented, but they will be published in final form following the next meeting .</p> <p><b>Approval of Payment to NCC for Premises Licence £180.00.</b></p> <p>Payment was agreed and will be split on a 50:50 basis with Nelson’s. LF said she will arrange a bank transfer to the VPC account.</p> <p>The Chairman reminded everyone that all purchases on behalf of the VPC needed to be agreed with the full management team beforehand.</p>	<p>SG</p> <p>Sec.</p> <p>LF</p>
10.	<p><b>Insurance – Review of VP Asset valuations and way forward:</b> Cllr Gallico said the PC had renewed the insurance which included Vyner Park. He said he wanted to get an up-to date valuation for VP at full replacement value. GA to work out cost for playground equipment and play area fencing. SS to contact architect re pavilion re-building costs. Cllr Gallico said he had met that afternoon with the Chairman of the PC who had agreed Cllr Gallico should completely review the insurance. This will be brought to the next meeting.</p> <p>It was asked if the Parish Council would pay for half of the valuation fees.</p>	<p>GA</p> <p>SG</p> <p>Sec.</p>
11.	<p><b>Pavilion &amp; Sports facilities:</b></p> <p><b>a. Possible Kitchen and storage extension to pavilion. For discussion and decision on temporary storage facilities and way forward:</b> Following reference at the March meeting to and subsequent discussions about the inadequate and overflowing kitchen, it had been suggested that stud partitions be used to create a storage area (Stage 1), and that the kitchen be extended into the small corridor to the back door (Stage 2). LF and KD left the room while this was discussed. It was agreed that VP, to the advantage of both parties, would pay for Stage 1 subject to a contribution being paid to VP by Nelsons after the review meeting in September 2018, so that in effect this was a loan facilitating work being done asap. Grant funding would need to be sought for Stage 2 and action on this was needed asap. LF and KD returned to meeting and agreed with VPC proposal. It was agreed that work on Stage 1 could start.</p> <p><b>b. Shop shelves operated by Nelsons update:</b> LF and KD said they were getting good feedback from customers, so shop will continue. They asked for a poster about SWMC services so that it’s clear what is on offer there, ie Post Office, papers, milk and bread,</p>	<p>LF &amp; KD</p> <p>JR</p>

	<p>etc. JR to provide.</p> <p><b>c. Routine Fire Alarm, Fire equip and playground inspections update</b> - Sec provided update. Fire extinguisher checks done but no certificate or invoice received. SG suggested formal letter of complaint. Sec to do. RoSPA play area inspection imminent. Fire alarm and PAT testing done 12/6/2018, and full report received. Minor issues raised, with new battery needed for WC light (GA to do) and Nelsons extension lead to be replaced (LF advised this had been done). Nelsons to repay VP for PAT testing at £1.00 per item.</p> <p><b>d. Tennis Courts.</b> AC provided update that the moss had been sprayed and courts swept. Phil Baron happy with this as interim measure. Bamburgh Pavilion have been through similar process so AC is getting advice from them and has asked George Lillico of Ellington, the original contractor, for quote to clean, reseal and re-mark. He recommends it should be done every 2 years. Bamburgh have also passed on details of grant bodies they used and suggested a local letter drop which raised £5,000 for them. Bamburgh Pavilion charges £7.50 per hour for court hire. It was agreed that a notice suggesting a donation for using VP courts be displayed in Nelsons (SS to do). Apparently Harrison Leisure are getting rid of their courts at Percy Wood. SS to check whether they would donate their unwanted equipment, nets etc to VPC. After tennis courts sorted out, the MUGA will be looked at.</p>	<p><b>Sec.</b></p> <p><b>GA</b></p> <p><b>LF &amp; KD</b></p> <p><b>SS</b></p> <p><b>SS</b></p>
12.	<p><b>Landscaping:</b></p> <p><b>a. Update on hedge to east of VP</b> – DB said trees are to be planted in the big gap in the hedge line. The path will be reinstated in the next 2 or 3 weeks which will be followed by planting up and grass with meadow flowers. He apologised for the original state of the hedge which had looked fine from his side of the boundary. SS said tree whips were growing well for planting in November.</p> <p><b>b. Vehicle damage to track at north edge of VP way forward to be discussed:</b> GA said the ground had settled and there was no H&amp;S risk. Agreed to take no further action on this.</p> <p><b>c. Grass cutting update:</b> AF said the playing field had now had 9 cuts and was looking very good. However some areas damaged by moles which needs professional mole catching. Agreed SS will contact Rory Brotherton re annual contract at approximately £280.00 per annum. GA and AF will repair collapsed mole tunnels to level ground by July. Need 3 dumpy bags soil which hopefully KD will be able to provide. Sum of £300 agreed in case KD unable to provide. AF suggested purchase of a trailer for grasscutter to move items around site at a cost of approximately £150. This was agreed. AF said that the field needs to be rolled and asked all present to send out ‘feelers’ to get someone lined up for when suitable ground conditions occur. Re line marking, John Stewart will provide line marker and marking will be done by GA and AF using household paint – purchase of paint agreed.</p>	<p><b>DB</b></p> <p><b>SS</b></p> <p><b>AF &amp; GA</b></p> <p><b>All</b></p> <p><b>AF &amp; GA</b></p>
13.	<p><b>Firework display early planning decisions:</b> It was agreed that the Annual Bonfire display would be held on Friday 2nd November 2018. Need to order same fireworks as in 2017. Usual sub group to be formed. LF said she’d spoken to Gary Davison re: 1<sup>st</sup> Aid training which he can provide if there are a minimum of 10 people being trained @ £60.00 per person. AF and SW to attend from VPC. Show Cttee to be asked if they are</p>	<p><b>Sec.</b></p>

	interested. Person needed to act as Event Leader. 1 <sup>st</sup> meeting Thursday 12 <sup>th</sup> July at 7pm in Nelsons.	<b>Sec.</b>
<b>14.</b>	<b>Risk Assessment Review Draft attached for consideration and approval:</b> This was agreed.	
<b>15.</b>	<b>Urgent items and any other business:</b> <ul style="list-style-type: none"> <li>a. JR raised issue of depression in grass at south end of pavilion. GA said he'd looked at the depression, back filled it and packed it down but more soil may be needed although it is safe. DB offered soil and use of equipment.</li> <li>b. Contact details of new management team – Sec to email round.</li> <li>c. AF said he will move the waste bin by the children's play area to the damaged area on the other side of the path to deter vehicles using footpath. The idea of a planter was discarded.</li> <li>d. KD said she'd put disabled parking signs in place but these need firming in.</li> <li>e. AF said he'd been spraying dog waste in VP and this has been noticed, and waste removed by persons unknown. He has contacted NCC who have provided posters and waste bags (and will provide more). AF has made dispenser. Will put up at park entrances. 'No dogs' signs have been put up by entrances to playing field.</li> <li>f. MUGA fence – A sum of up to £50.00 was agreed for purchase of wire.</li> <li>g. Weed spraying – Quote to be obtained from John Stewart for weed spraying.</li> <li>h. Light dimmer switch – AF said cost would be around £100. This will be paid for by Nelsons if they want to go ahead with it. External paintwork of the pavilion is showing signs of wear and will need re-treating. To next agenda.</li> <li>i. AF asked if he could scatter poppy seeds on meadow area – agreed.</li> </ul>	<b>GA &amp; DB</b>  <b>Sec.</b> <b>AF</b>  <b>AF</b>  <b>AF</b>  <b>AF</b>  <b>Sec.</b>  <b>AF</b>
	<b>Date of Next meeting:</b> Wednesday 12th September 2018, 7.00pm in the pavilion. Meeting finished at 21.26.	

**THE VYNER PARK CHARITY****4<sup>th</sup> Annual Chairman's Report 2017 – 2018**

The membership of the Management Team changed last year. Stephen Gallico and Steve Woolfrey joined as Parish Council representatives after Sharon Spurling and Bob Ryan stood down. We were extremely grateful for the amount of work Sharon and Bob did, and they then obligingly came back to do sterling work on Bonfire Night, as did Colette Cookson, who was replaced by Andy Ferguson as one of the four Community members. Elizabeth Hilton, Alison Cowen and John Richardson continued in that role, Jan Anderson remained Charity Secretary, and Stephen Gallico took on the role of Treasurer.

Our Park Steward, Greg Anderson, has continued his regular routine maintenance checks, and, whenever necessary (and always promptly), arranged or carried out essential repairs – to the pavilion, fencing, lighting and the children's playground. We recently had an incident of vandalism to one piece of equipment there, but fortunately it could be cleaned and repaired by Greg. However some equipment is now getting tired and we need to encourage additional fund-raising towards the purchase of new items when it becomes inevitable.

A financial report has been prepared by the Treasurer. However I can report that the Charity's finances again benefited from room bookings outside Nelson's opening hours, from the continued hire of courts for junior tennis coaching by Phil Barron, from Bonfire Night, and from donations: for the use of facilities, towards a new project, and from local businesses towards Bonfire Night expenses, all underpinned of course by the essential PC precept.

Thanks to the regular firing and bonfire teams, all the additional volunteers who helped with the bar, the raffle and stewarding, plus Nelson's popular catering, Bonfire Night was extremely happy and successful, and very well attended.

Management of the wider parkland is essential, but knowing that many gardens in the parish are increasingly manicured, with hedges being replaced by walls or fences, we continue to recognise the site for the value to wildlife of its scrub and semi-natural grassland. The spoil at the east end of the Park has been removed by David Blackshaw and Scott Clarehugh, who have also uprooted dead hedging, re-shaped the bund, and are to do some re-planting and making good of grassed areas and footpath. Northumberland County Council continues to cut the grass on path edges and dog-walking area, but we have now obtained our own mower in order to save the considerable expense of having the playing field cut weekly during the growing season. This need has arisen because we wish to encourage more use of the field and we know football coach John Stewart will start work with the Under-10s later this year. We therefore applied for a Community Chest grant to buy standard and junior goalposts, the latter now set up for general use. We were also aware throughout the year that the tennis courts and MUGA needed upgrading. Team member Alison Cowen and her husband John have swept the courts and removed the moss, but we're trying to obtain funding to pay a contractor to re-seal and re-paint them.

Last but certainly not least - Nelson's licence was renewed for the year. We noted at our March management meeting that as the café's popularity has continued to increase, it has become very obvious that kitchen and storage facilities are now too small, so we are discussing with the Nelson's team how we might extend both. This involves seeking funding as well as working out the practicalities. We continue to value the café for the obvious and hidden services with which it benefits the community.

*Suzanne Stanley (Chairman)*  
*June 2018*