

Charity Registration No: 1163835

Vyner Park Charity
DRAFT 2 Minutes of the Management Committee Meeting
Wednesday 5th December 2018 7.00pm, Nelson's

1.	<p>Present: Cllr Mrs S. Stanley (Chair) (SS), Cllr Steve Woolfrey (SW), Andy Ferguson (AF), Andrew Hastie (AH), John Richardson (JR). Kelly Dunn (KD) represented Nelson's, and the Secretary (Sec) and Park Steward (GA) were in attendance.</p>	ACTION
2.	<p>Apologies: Alison Cowen (AC) and Dave Blackshaw (DB) sent their apologies, Cllr Stephen Gallico has resigned (See Item 9 below).</p>	
3.	<p>Public Questions (5 mins): No members of the public present.</p>	
4.	<p>Minutes of the last meeting 12th September 2018 – These were agreed and signed as a true record.</p>	
5.	<p>Matters arising from the minutes of the last meetings 12th September 2018.</p> <p>a. Minute 6a – <u>Football table disposal</u> – AF said the air hockey table has been sold via eBay for 99p. Football table has been advertised on eBay but no takers. Local special needs school may be interested. Table tennis table remaining is probably VPC's. Kelly will check with CH to see if is his. Table is not in very good condition, runners damaged etc.</p> <p>b. Minute 6b – <u>Insurance valuation for pavilion and other VPC assets</u> – update. Valuer has looked at both Parish Council and VPC assets and provided report. Team went through those items listed against VPC. The laptop and scanner/printer were removed from the report as they belong to the PC. It was agreed that Miscellaneous content should be removed as everything in the pavilion is a fixture or fitting. Blockwork shed had not been included; it cost around £1000 but is felt to be a very low risk. Recommended insurance value for Vyner Park - £784,000 (after agreement to remove tarmac paths and car park from the valuer's list); for Playground - £126,039. Secretary to produce revised list for VPC and PC, and to contact Zurich Municipal to check if this valuation is consistent with their expectations. A revised premium is needed ahead of getting figures for PC comments which are expected by 12th Dec. Add to VPC agenda for next meeting,</p> <p>c. Minute 6c – <u>Kitchen and storage extensions</u> – KD has spoken to kitchen installer and has been promised costings by end of the week. Cost is needed before we can discuss how to split cost and also make grant applications.</p> <p>d. Minute 7a – <u>Update on provision of articles for Column</u> on Nelsons/VPC arrangements (done – October issue) and Nelsons Directors' report summary (done - Dec issue).</p> <p>e. Minute 7c – <u>Access to Vyner Park from Kenmore Road properties and public trespass into private gardens</u> – No Access sign has been put up on VP side of burn, and resident is happy with it. Need to make sure when grass cut that a path isn't created towards burn. Resident has had a letter from VP re access for maintenance; PC still to send letter.</p>	<p style="text-align: center;">AF</p> <p style="text-align: center;">KD</p> <p style="text-align: center;">Sec.</p>

	<p>f. Minute 7g – <u>Letter to allotment holders to tidy allotments etc.</u> – Sec has drafted letter which has been checked by SS and is ready to go apart from putting JRs mobile number on it instead of land line.</p> <p>g. <u>Water supply – update on alternative providers</u> (Cllr Ferguson). AF said this was ongoing.</p> <p>All other matters are dealt with under Requested items.</p>	<p>Sec.</p>
<p>6.</p>	<p>Requested items</p> <p>a. Tennis courts improvements – Update on refurbishment and grant applications. AC has sent email to all that unfortunately we didn't get the Arriva funding (not enough public votes). Sec has just circulated info about rural funding and there is the possibility of S.106 funding from NCC. AF said he was planning on making a template for painting lines with help of small working party. May need to have courts swept and moss removed prior to painting hopefully before Easter depending on weather.</p> <p>b. Proposal that donation be made to Swarland Village Hall for the use of their PA system provided on Firework Night – for consideration and agreement. SW declared an interest and left the room for this item. It was agreed that a donation of £50.00 would be made (to Swarland Village Hall Charity).</p> <p>c. Mere Burn Maintenance - Concerns about apparent damming of the burn and overall maintenance of the burn for the whole length of Vyner Park – for discussion and agreement on a way forward. AF and GA have walked length of burn on north boundary of VP. Need to check on exact riparian responsibilities. Burn has been partially dammed to east of VP, and some are completely overgrown while others are very clear.. Environment Agency (EA) won't come out unless paid, but AF to contact them for advice. GA to trim access path beside burn. Sign to go up at west of path to say no access to public. VP volunteers could do shrub clearing but digging out may be a problem.</p> <p>d. Car Park Issues – Proposal from Cllr Ferguson that Cussins contractors be asked not to use the VP carpark whilst development of the Equestrian Site is ongoing, and for parking by them on Park Road to be discouraged - This was discussed and agreed.</p> <p>ALSO; With regards to car park improvements – discussion and agreement on way forward. Have considered using half logs but these are expensive @ £5 or £6 each and are also a tripping hazard. Proposal is to use pavements set level into the ground. Could slightly extend east of car park and with better marking could have room for 20 cars. Need digger to scrape out – KD said she could arrange for this to be done on Sundays once arrange. AF to get costs for rest of work.</p> <p>e. Tree Planting and Landscaping update SS advised Woodland Trust donated trees still in pots and could go in before end of Feb 2019. East field has been cut by DB but unable to remove cuttings which is not ideal for wild flower meadow. It will also be difficult to dig holes to plant copse, though a mini digger might be available. Work still to be done on hedge at east of VP. SS now has Scott Clarehugh's contact details and will liaise direct. Hedge works to be paid for by DB. In addition SS has 30 hedge whips for planting and trees to be donated by GA and JA.</p> <p>f. Tree Liabilities – Landowners have to have a risk based, planned and managed approach to the risks that trees on its land bring (information circulated previously). Discussed. The processes already followed need to be documented. Agreed to have formal annual inspection done by Tree Surgeon – SS to contact. Also need to amend general risk assessment to include trees if not already included (SS will check). To ask tree surgeon for advice on when</p>	<p>AC/AF</p> <p>AF</p> <p>AF/GA</p> <p>Sec</p> <p>KD/AF</p> <p>AF</p> <p>SS</p>

	<p>additional inspections needed eg after strong winds.</p> <p>g. VP Notice board (Cllr Ferguson) – Noticeboard beside main gate is in poor state. Nelson sign also affected by rot (KD said this was in hand). It was agreed that up to £100 could be spent on the posts, concrete and marine ply needed for new notice board. GA offered to donate posts.</p> <p>h. Future of tennis playing/coaching at Vyner Park – PB is unable to continue with tennis coaching due to poor commitment from participants in 2018, and changed work & family commitments. He will try to help find VP another coach for both children & adults. Rothbury Juniors may use football pitch – the Management Committee were willing for this to happen and would encourage use of the pitch. Agreed to ask for a donation towards costs.</p>	
7.	<p>Finance</p> <p>a.VPC Budget for 2019 / 20 – Draft budget and amount to be requested from PC (Appendix A). Discussed figures produced by SS and SG. Agreed need to build up maintenance and long-term project reserve fund. Sec mentioned need for VPC to have agreed reserves policy. It is expected – taking figures in Appendix D into account - that VPC will have about £3523 left in current account to contribute to VPC running costs in 2019 / 2020. On present figures, ask from PC would be £7410. Agreed to round down to £7000. [Subsequent examination of figures meant that projected expenditure was considerably reduced and the precept request was accordingly reduced]</p> <p>AF left meeting at 20.40 and JR left meeting at 20.42.</p> <p>b. Final Income / expenditure from Firework Night 2nd November 2018 (Appendix B) – Final profit from 2018 event £2102, small increase on 2017. Only John Smiths beer left. JA has note of cost – to pass figures to AF/AH.</p> <p>c. Approval/Confirmation of cheques paid since last meeting and any additional payments required. (Appendix C) – These were ratified.</p> <p>d. Any other finance related matters. Financial Position to 19th November 2018 (Appendix C).</p> <p>e. Projected expenditure to 31st March 2019 (Appendix D)</p> <p>f. Total spend in 2018 by PC on behalf of VPC from VPC funds held by PC (Appendix E). £1108.96 still left from PC grant to VPC 2018/19 after VP contribution to insurance cost is subtracted. Agreed that in next financial year ask for PC grant in 2 tranches, leaving enough money with the PC to pay for NCC grass cutting for benefit of VAT claim.</p> <p>g. Payments – GA presented receipts for floodlights and cabling, additional keys etc totalling £317.12. This repayment was agreed. GA to give paperwork to AF.</p>	<p>Sec.</p> <p>GA</p>
8.	<p>Health and Safety –</p> <p><u>Moles</u> – AF advised continuing problems with moles which are being treated by contractor. So far 13 moles caught, 3 more being looked for.</p>	
9.	<p>Urgent Items</p> <p><u>Resignation of Cllr Gallico</u></p> <p>a. Vacancy on Management Committee –Cllr Gallico submitted resignation 2nd December 2018 with immediate effect owing to other work pressures. This means there is a vacancy on the VPC Management Team for a Cllr representative but PC has to make the appointment. PC Clerk will put appointment on January 2019 meeting agenda. Other Parish Cllrs to be emailed to see if they are interested. Contact NALC to see if there would be conflict of</p>	<p>Sec.</p>

	<p>interest for Cllr Anderson (as Park Steward) to join Committee which Cllr Francis (PC Chair) has raised as a concern. The team wished to thank Cllr Gallico for his contribution to the smooth running of Vyner Park facilities.</p> <p>b. Replacement VPC Treasurer – Cllr Ferguson volunteered to take on role of Treasurer; this was agreed. It was further agreed that Cllr Ferguson and Jan Anderson be added to the account as signatories. Both Cllr Ferguson and Jan Anderson to receive copies of bank statements from HSBC.</p> <p>c. Handover of Finance documents from Cllr Gallico – AF to contact Cllr Gallico for documents and VPC cheque book.</p> <p>d. £20 for Booking from Pipers group on 2.12.2018 passed by Sec to AF.</p>	<p>Sec/AF</p> <p>AF</p>
10.	<p>Correspondence</p> <p>NCC information about future funding application arrangements in connection with planning S. 106 agreements.</p> <p>Charity Commission – Annual return to CC required.</p>	
11.	<p>Next Meetings: The following dates were agreed for 2019. All meetings at 7pm, at Nelsons, Vyner Park.</p> <p>Wednesday, 6th March 2019</p> <p>Wednesday, 12th June 2019 Annual General Meeting</p> <p>Wednesday, 4th September 2019 Nelsons review meeting</p> <p>Wednesday, 18th September 2019</p> <p>Wednesday, 20th November 2019 (Meeting is 1 week before PC meeting).</p>	
	<p>Meeting finished at 21.30</p>	

Jan Anderson, Secretary Vyner Park Charity- janandersonpc@gmail.com – Phone: 01665 575145

APPENDIX A

VPC Budget for 2019 / 20 – Draft budget and amount to be requested from PC (Appendix A) is a separate document.

VYNER PARK CHARITY (Reg^d Charity No. 1163835)**Fireworks Event 2018 Income & Expenditure**

	£	£	£
	<u>2016</u>	<u>2017</u>	<u>2018</u>
<u>RECEIPTS</u>			
Gates	1033	1260	1135
Raffle	248	275	282
Show Team	-	100	-
Donations	260	474	1010
Nelson's catering	300	410	395
Bar incl. Mulled Wine	343	490	594
<u>Totals:</u>	<u>2184</u>	<u>3009</u>	<u>3416</u>
<u>EXPENDITURE</u>			
Fireworks (ex-VAT)	623	750	870
Sundries	156	230	444
<u>Totals:</u>	<u>779</u>	<u>980</u>	<u>1314</u>
<u>Profit:</u>	<u>1405</u>	<u>2029</u>	<u>2102</u>

VYNER PARK CHARITY
(Registered Charity No. 1163835)
HSBC Account No. 9146XXXX – Cash Account

APPENDIX C

Period 1st April 2018 to 19th November 2018

<u>Income</u>	£
From Nelson's monthly payments	3200.00
Nelson's contribution to alterations	200.00
Nelson's for electrical testing	36.00
Private donation	500.00
Allotments	80.00
Refund on container	250.00
Nelson's for licensing fee	176.66
Football	30.00
Public donations	85.00
Donations for Firework Event	
Blackshaw's Garage	500.00
Harrison Leisure	400.00
JR Rix & Son	75.00
Swarland WM Club	<u>35.00</u>
	1100.00
Hire of tennis courts	153.00
Takings at Firework Event	2407.25
Newton on the Moor & Swarland PC balance of allocations	<u>2806.15</u>
TOTAL	£ <u>10934.06</u>

Expenditure

£

Northumbrian Water	959.68
N Power	1131.08
NCC Licensing Fee	180.00
Caretech Systems	188.40
ALN Fire Protection Systems	81.80
ROSPA Play Safety Inspection	105.00
Partitions, Pavilion	910.00
Tree surgery	140.00
Container and related supplies	967.51
Mole Catching	350.00
First Aid Course	80.00
Goal Posts repair etc	145.93
Maintenance of tennis courts	57.79
First Aid Kit	49.99
Top Soil	<u>60.00</u>
TOTAL	£ <u>5406.54</u>

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Cash Position at 19th November 2018

£

Total Income	10934.06
Total Expenditure	<u>5406.55</u>
Surplus	5527.61
Bank Balance at 31.3.2018	<u>6342.96</u>
Bank Balance at 19.11.2018	11980.56
Less: Unpresented cheque	<u>109.99</u>
Balance of funds at 19.11.2018	£ <u>11870.57</u>

Notes

1. Accounts go to date of latest bank statement.

2. The following cheques have been issued since 19.11.2018:-

	£
Andrew Mears, tree felling	500.00
S Stanley, mulled wine (Fireworks)	67.49
Nelson's cost of drink for Firework Event	275.00
G Anderson, blowtorch (Fireworks)	25.98
Jan Anderson, 1 st Aid & Lost Children banners	<u>40.99</u>
	<u>904.46</u>

3. These accounts only show transactions through the HSBC account in the name of Vyner Park Charity.

4. Direct debit taken by Northumbrian Anglian Water double last year's to be investigated.

VYNER PARK CHARITY (Reg^d Charity No. 11638)**Projected expenditure to 31/03/19**

Cash at 19/11/18		<u>£11870</u>
<u>Anticipated expenditure 19/11/18 till year-end</u>		
Park Steward	£1200	
Woodchip for playground	£1700	
Repairs to pavilion	£700	
Sundries and signs	£200	
	<u>£3800</u>	
		<u>£8070</u>
Refund to be paid to Nelson's re nPower	<u>£2070</u>	
		<u>£6000</u>
<u>Details awaited</u>		
Mower fuel costs	£300	
Emergency tree work (contingency)	£500	
Notice board (contingency)	£500	
	<u>£1300</u>	
		<u>£4700</u>
To Maintenance reserve Fund		<u>£2500</u>
Running balance at 31/03/19		<u>£2200</u>

EXPENDITURE BY NEWTON ON THE MOOR PARISH COUNCIL OBO VYNER PARK CHARITY FROM VPC FUNDS IT HOLDS AS AT 30.11.2018 (For VPC meeting 5.12.2018)

Date appri	Description	Cheque	V/P Allocation	V/P Pavilion	V/P Landscape	V/P Ins.	VAT	Total	Notes
14-04-18	Thomas Sheriff	1157			1,140.00		568.00	1,508.00	PC donated additional 1700 to mower.
25-04-18	Andy Ferguson	1158			1,000.00		0.00	1,000.00	Reimbursement for container etc
23-05-18	Podium Creative Ltd	1163		180.00			36.00	216.00	VPC Website
06-06-18	Zurich Municipal Ins.	1166				990.72	0.00	990.72	
22-08-18	VPC (Balance of allocation 16/17)	1177	1,155.00				0.00	1,155.00	
29-08-18	Fireworks International	1179		884.97			0.00	884.97	For fireworks
26-09-18	VPC (Balance of allocation 17/18)	1182	1,651.35				0.00	1,651.35	
28-11-18	NCC (grasscutting)	1195			1,131.97		226.39	1,358.36	
28-11-18	MKM BS (Alnwick)	1196			39.99		8.00	47.99	Sand for fireworks
			2,806.35	1,064.97	3,311.96	990.72	838.39	8,812.39	

Allocation to VPC 2018/19 7,125.00
 Additional payment balance of allocations 16/17 and 17/18 2,806.35

Balance remaining from 18/19 1,118.96

NB: VAT saved £838.39