

Charity Registration No: 1163835

Vyner Park Charity
Minutes of the Management Committee Meeting
Wednesday 12th September 2018 7.00pm, Nelson's

1.	<p>Present: Cllr Mrs Suzanne Stanley (Chair) (SS), Cllr Steve Woolfrey (SW), Cllr Stephen Gallico (SG), Cllr Andy Ferguson (AF), Alison Cowen (AC), John Richardson (JR), Andrew Hastie.</p> <p>Lynn Fahy (LF) and Kelly Dunn (KD) represented Nelson's, and the Secretary (Sec) and Park Steward (GA) were in attendance.</p>	ACTION
2.	<p>Apologies: David Blackshaw (DB) sent his apologies.</p>	
3.	<p>Changes to VPC Management Team: The Chairman explained that Cllr Neil Mansfield had stood down from the Management Team and thanked him for his efforts on behalf of the VPC. Andy Ferguson has been selected as the replacement Parish Council representative. She asked John Richardson if he would come back as a voting Community Representative, which he agreed to do.</p>	
4.	<p>Public Questions (5 mins): No members of the public present.</p>	
5.	<p>Minutes of the last meeting 13th June 2018 – These were agreed and signed as a true record.</p>	
6.	<p>Matter arising from previous Minutes – 13th June 2018.</p> <p>a). 7a: Football table disposal - progress since the Club agreed to take this – JR to re-ask the Club by Saturday 22.9.2018 and then will try to dispose of via Freecycle.</p> <p>b). 10: Insurance valuation for pavilion and other VPC assets – SG said that valuation visit is planned for 4.10.2018. Won't be looking at equipment in playground. GA said that he has researched the cost of replacing playground equipment (including disposal of old equipment) and this would be in the region of £60,000. SG needs firm estimate in writing for play area.</p> <p>c). 11a: Kitchen and storage extensions – Storage extension has been done and Nelson's have made a financial contribution to this. Kitchen improvements discussed briefly at review meeting, some grants have been suggested, Nelson's have kitchen company coming out next week hopefully to give estimate. SS said she had contacted Longhoughton PC to find out who did kitchen installation at their Community & Sports Centre recently. JA said she'd check on line for PC minutes. AF said he'd ask Stormshield if they would provide quote.</p> <p>d). 11d: Progress on tennis court improvements – AC said nothing been done over summer. Has got a list of protection grant bodies from Whittingham. Arriva Grants have opened for application and AC has started to complete form. Could ask Cussins for donation although the time to ask is really at the consultation stage. Could also ask for donation towards kitchen and could ask DB to ask as well. To go on PC agenda. With regards to renewing and repairing wire fencing on courts AF and AH will look at this. GA has the wire.</p>	<p style="text-align: center;">JR</p> <p style="text-align: center;">GA</p> <p style="text-align: center;">SS/Sec/AF</p> <p style="text-align: center;">Sec & SW</p> <p style="text-align: center;">Sec/DB/AC</p> <p style="text-align: center;">AF/AH</p>

	All other matters are dealt with under Requested items.	
7.	<p>Requested items</p> <p>a). Feedback on Nelson's review meeting – consideration and decision on any recommendations from Review meeting 10.9.2018 – SS went through the twelve recommendations made at the review;</p> <p>RECOMMENDATION 1 - The recommendation was made that Cllr Stanley be asked (as Chair of VPC) to update the article on Nelsons/VPC/PC arrangements published in the Column in 2017 and publish in the Column.</p> <p>This was agreed, and it was suggested that the article s could also state that Nelson’s figures are available from Companies House.</p> <p>RECOMMENDATION 2 – That the upgrading of operation of path lighting be addressed as a matter of urgency by the VPC.</p> <p>AF said that works are planned to take place in the next two weeks.</p> <p>RECOMMENDATION 3 – Nelson's PC licence renewal 2018-19 (the 2017-18 licence, originally valid until May 2018, was granted an extension under the existing conditions until the new review date in September 2018). The recommendation is that the licence be extended to September 2019.</p> <p>This was agreed.</p> <p>RECOMMENDATION 4 –That the relevant paragraphs in Schedule 2 of the agreement be amended to reflect the date of the next review meeting in September 2019, and extension of the licence agreement.</p> <p>This was agreed.</p> <p>RECOMMENDATION 5– That the VPC be asked if there is a plan to address the issue of the floodlights working only intermittently.</p> <p>This was discussed. There is no extant plan to address lighting issues. It was agreed that GA will look at possibility of just switching on the lights when needed.</p> <p>RECOMMENDATION 6 – That VPC ask the Steward to examine bowling green vicinity for presence of wasps nest/s and carry out eradication treatment as necessary.</p> <p>GA said he had been clearing around the bowling green area and was keeping a look out for wasps and will continue.</p> <p>RECOMMENDATION 7 – That paragraph 24 of Schedule 2 be changed to say ‘Provide business accounts in strict confidence to the VPC review panel. File accounts as required annually to Companies House. Accounts are available from Companies House for public scrutiny’.</p> <p>This was agreed.</p>	<p>SS</p> <p>AF</p> <p>Sec.</p> <p>Sec.</p> <p>GA</p> <p>GA</p>

<p>RECOMMENDATION 8 – That paragraph 30 of Schedule 2 (second line) be amended to say ‘ a minimum of two representatives from licensee,’.</p> <p>This was agreed.</p>	<p>Sec.</p>
<p>RECOMMENDATION 9 – That the plan used in the main license agreement be amended to show (outlined in red) the revised extent of the pavilion used by Nelson’s, and be attached to schedule 2. Paragraph 20 of Schedule 2 to be amended to say ‘ Be responsible for keeping the licensed area (as shown edged in red on the enclosed plan) clean, including floors and windows’.</p> <p>It was agreed that the plan would be amended (attached to these minutes) adding the shop area and store cupboards bed side the gents toilets.</p>	<p>Sec.</p>
<p>RECOMMENDATION 10 – With regard to the hire charge for Nelson’s own events as described in Schedule 2, Paragraph 5, that this be waived until the next review meeting in September 2019.</p> <p>This was agreed.</p>	<p>Sec.</p>
<p>RECOMMENDATION 11 – That VPC agree to the rental offer per week from Nelsons, payable from 12 September 2018, to be reviewed at next review meeting in September 2019.</p> <p>This was agreed. It was further agreed after discussion that the payment would be made to VPC by Nelsons via standing order on a monthly basis (divide annual total by 12). Nelsons to set up standing order.</p>	<p>Nelson’s</p>
<p>RECOMMENDATION 12 – That Nelsons be asked to provide an article for the Column loosely based on their Directors report.</p> <p>This was agreed.</p>	<p>Nelson’s</p>
<p>Following discussion/agreement of the recommendations, Schedule 2 needs redrafting and the plan of the pavilion. The licence agreement needs to be circulated and signed.</p>	<p>Sec.</p>
<p>SG said he would look at the Licence and pass back to Sec. SS said she would scan the original document and convert it to word so it can be amended. The Licence Agreement will be signed after SG has altered it.</p>	<p>SG/SS</p>
<p>b). Issues around parking at Vyner Park – Discussion and decision on way forward. Email from complainant has been circulated which raises issues of cars parking on Old Park Road west of the gate to VP, numbers of vehicles coming through the community, vehicle speeding. AF suggested face-to-face meeting. SW thought that unless we get more complaints, the VPC doesn’t need to do anything. Has been problem seen of person with pushchair trying to get past badly parked cars. It was agreed that VPC could make better use of the parking facilities it has so more cars can utilise existing area. AF suggested paviments set in flush to parking surface. Discussed opening gates to Jubilee Garden and VP, but gates are also for keeping children and dogs on the site and to stop them running on to the road.</p>	

	<p>It was agreed that an email would go to the complainant drafted by SS but to be sent by Sec.</p> <p>c). Access to Vyner Park from Kenmore Road properties – Some years ago a local resident had put a plank across the Mere Burn to give access to VP and also to enable them to clear the stream. At the time, the PC was concerned about the covenant which specifies how VP should be used and a letter was sent by registered post to all residents with properties backing onto the burn to remove access to VP. One resident in particular was very upset about this, and the issue has been raised again as the PC has suggested that there be access to VP from the Cussins development to the east of VP for which planning permission is currently being sought. The letter issue is a PC matter and David Francis (PC Chair) and SS visited the resident last week. The resident alleges that people come from VP into their garden which is of concern as there is a 5ft deep sheep dip in the garden which people could fall into. The resident and VP don't wish to fence the burn as it would make maintenance of the burn difficult. SG pointed out the resident has a legal duty to protect potential hazards on his land. AF suggested a sign on the VP side of the burn - as there looks like there is a path there – along the lines of 'No access beyond this point'. Members of the Management Team were concerned about the potential for 'creep' into VP, and would discourage the use of planks. SH said VP would need to warn resident that VP doesn't accept any liability if a plank is put over the burn to VP land, and that responsibility for the sheep dip safety is that of the resident. SS to draft a response and circulate it. AF will have a look at what signs are available as there may be a suitable ready-made sign.</p> <p>d). Mere Burn – Issues relating to the burn, silting up of drains and VPC responsibilities have been raised by the same resident as in 7c (above) – the burn takes surface water from the VP football field, the overflow drain from Kenmore Road, drain on the east side of VP. The pipe from the football field appears to be dropping and the east drain can't be seen as the VP side of the burn is overgrown. GA said he had spoken to the resident and will check the burn and see what is possible. The Sec reminded GA that a risk assessment will be needed for works to the burn.</p> <p>e). Financial support for the playground: Discussion on how the costs of running the play area can be shared and decision on how this can be taken forward – VPC is aware that people from outside the Parish use the children's play area. Residents feel our Parish shouldn't have to bear the burden on this. Could put item in Column to get fund raisers involved but this probably would be unsuccessful. It was agreed to keep on as at present whilst costs are reasonable. Costs are currently offset by Nelsons making a contribution. Could possibly do a one off fund raiser for a special piece of equipment.</p> <p>(f). Recycle Bins (Cllr Ferguson) – Suggested recycling bins for functions. Discussed issues around this. Providing recycling bins at firework event such as SG's spare dustbins which could be labelled.</p> <p>g). Allotments – update on situation by Secretary – Complaint has been received about Allotment 8 and holder has since resigned. Suggestion has been made that the plot – which is very small and difficult to cultivate due to overhanging trees – could just be absorbed into VP. It was agreed that current holder would be asked if he would give up straightaway, and that the plot would be offered to people on waiting list. It has been noticed that some of the other allotments are untidy which is a breach of allotment conditions. Sec to write a nice letter to all allotment holders saying that if some people are unable to maintain their allotments they may wish to give them up as there is a waiting list. Sec to draft letter and pass to SS to check before sending.</p>	<p>SS/Sec.</p> <p>SS</p> <p>AF</p> <p>GA</p> <p>Sec.</p> <p>Sec./SS</p>
<p>8.</p>	<p>Finance Balance in HSBC account £5,316.86 as at 19th August 2018. Accounts 2017/18 – for discussion and approval (attached as Appendix 1) had been</p>	

	<p>provided by SG. SH had also done a cash account for 1/4/2018-19/8/2018 which he read. Income over that period was £3271 mainly from Nelsons for electricity plus their donation of £585, and rent from allotments. In the same period VPC had spent £5,264.61 mainly on electricity, repairs, Caretech and Rospa inspections. Since 19th August PC has paid £1155 balance for 2016/17 'grant' to VPC, and a payment is still to come for the balance in 2017/18 and for the current year. SG said it would help if people would present invoices quickly and cash cheques promptly. Accounts were agreed and signed. Budget for 2019/20 will need to be approved at December VPC meeting to be passed to PC for agreement of 'grant' in January. SG will send round a draft budget. Estimates are needed for grass cutting, Mere Burn works, trees, play area repairs, removal of trees affected by Ash die back, and possibly exterior paintwork.</p> <p>9.00 At this point of the meeting it was agreed to suspend standing orders to continue the meeting and complete the agenda.</p>	<p>SG</p> <p>?</p>
9.	<p>Health and Safety –</p> <p>a. Six month review report back on annual inspection of Vyner Park (12 March 2018) – GA reported that 30+ items had been identified in March 2018 during the annual inspection and good progress had been made on about half of them. Now has parts for renewing the car park lights, and looking at levelling the car park on the east as part of marking the area to make more efficient use of the space. Nothing urgent needs doing except MUGA needs sweeping. AC said she had some moss treatment chemical left. Some of the wire fencing needs patching and GA has the wire. GA has taken a lot of the old fence and barbed wire out which was beside the 'Dog' area. Some is still left but difficult to access.</p>	GA
10.	<p>Urgent Items</p> <p>a. External painting – Need to get estimate from Chris Richard & Nigel. 3 quotes to be obtained. AF and GA will show problem areas.</p> <p>b. First Aid Kit – AF said he had bought a 1st Aid Kit for Community events which he will keep and make sure it was upto date. It was agreed that AF would be reimbursed for the cost of the kit.</p>	<p>AH/AF/GA</p> <p>AF/SG</p>
11.	<p>Any other business</p> <p>a. Water supply - AF said that he could get quotes to see if a cheaper water supplier could be found once nPower had been sorted out.</p> <p>b. Soil for patching - £300 was allotted from previous meeting to purchase soil , of this only £110 has been spent and 4 tonnes has been put down so far, Drainage runs have sunk so more is now needed. This was agreed within current budget.</p> <p>c. Kenmore Road tree replacement – Recently a tree had to be removed in Kenmore road and it had been agreed the replacement tree would be donated to Vyner Park. A Silver Birch has arrived and been planted but has since bent. GA to sort out. The residents who agreed to the tree donation were thanked.</p>	<p>AF</p> <p>AF</p> <p>GA</p>
12.	<p>Correspondence</p> <p>a. TV Licensing – renewal on 'No licence Needed' status – renewal sent 26.8.2018.</p> <p>b. Wave - Letter for information about integration of Northumbrian Water Group Business Ltd and Anglian Water Business (National) Ltd into new entity called 'Wave'. Future water/sewerage supplier will be Anglian Water Business (National) Ltd.</p>	
13.	<p>Next Meeting: Wednesday 5th December 2018 , 7pm Nelson's, Vyner Park. Meeting finished at 21.10</p>	

VYNER PARK CHARITY
(registered Charity No. 1163835)

HSBC Account No. 9146XXXX – Cash Account
Period 1st April 2017 to 31st March 2018

<u>Income</u>	£
From Nelsons, monthly payments	4200.00
Allotments	20.00
Sundries	268.43
Football& Tennis	155.00
Shelves sold	22.00
Bookings/Room Hire	125.00
Donations	635.00
Refunds from N Power	2999.48
Swarland Show Committee	100.00
Takings at Bonfire Party	2413.10
NCC Community Chest grant	<u>2025.00</u>
	<u>£12963.01</u>
<u>Expenditure</u>	£
Northumbrian Water	348.95
N Power	5970.62
NCC Licence	180.00
ROSPA safety inspection	105.00
Fireworks	905.96
Website	216.00
Grass cutting and spraying	145.00
Various repairs	1144.40
Mulled wine and food at Bonfire Party	238.85
Litter bin	164.35
Goalposts	2458.02
Greg Anderson, caretaking	<u>1041.91</u>
	<u>£12919.06</u>

VYNER PARK CHARITY
(registered Charity No.1163835)
NEWTON ON THE MOOR AND SWARLAND PARISH COUNCIL

Year Ended 31st March 2018

<u>Income</u>	£
Allocation by PC from Precept	7140.00
<u>Expenditure</u>	£
MKM Building Supplies	84.73
Sean McWilliams, roof works	897.32
Ashley Wynne, carpet	691.67
NCC, grass cutting	1,508.00
Caretech, electrical	588.00
Greg Anderson, water heater purchased	93.99
N Power, refund of refund	1,499.74
Clerk, purchase of dog bags/spray and vpc domain name	35.20
Mark Ryder, plumbing	<u>90.00</u>
	<u>£5488.65</u>
<u>Balance of Allocation held by Parish Council at 31st March 2018</u>	<u>£1651.35</u>

VYNER PARK CHARITY

(registered Charity No. 1163835)

DRAFT

HSBC Account No. 9146XXXX – Cash Account

Cash Position at 31st March 2018

	£
Total income	12963.01
Total expenditure	<u>12919.06</u>
Surplus	<u>£43.95</u>
Bank balance at 31 st March 2017 per Accounts	6299.01
Add: surplus	<u>43.95</u>
	<u>£6342.96</u>
Bank balance at 31 st March 2018	9204.18
Less: unrepresented cheques:	<u>2861.22</u>
	<u>£6342.96</u>

NOTES

1. These Accounts show only payments through the account no. 91461737 with HSBC, Whitley Bay Branch in the name of Vyner Park Charity ("VPC").

2. Information about payments on behalf of VPC by Newton on the Moor and Swarland Parish Council ("the PC") is awaited. In particular:-

2.1 The PC has retained the funds allocated to VPC out of the Annual Precept and therefore no funds have been directly received during the year from the PC. It is understood that the PC has made various payments on behalf of VPC out of the retained funds.

2.2 The PC repaid to N Power the second refund of charges amounting to £1499.74 as made by N Power in error.

3. As agreed with the PC no reserves have been made by VPC for future or unforeseen expenditure. It was agreed that the PC holds certain funds in reserve which could be allocated to VPC in case of need.

4. These Accounts have been prepared on a cash basis without any provision for depreciation of fixed assets.

5. The position about electricity and water charges to 31st March 2018 has yet to be agreed with Nelsons.

6. These Accounts have been prepared from the cheque book paying-in book and bank statements for the above account and from invoices and other information as required. No audit has been carried out.

We approve the Accounts set out above in respect of the year ended 31st March 2018.

Signed: *Suzanne Stanley* Suzanne Stanley, Chairman

Dated: *12/9/2018*

Signed: *Stephen Gallico* Stephen Gallico, Treasurer

Dated: *12/9/2018*

THE VYNER PARK PAVILION. Area assigned to Nelson's edged in red. Revised 12.9.2018

