

Charity Registration No: 1163835

Vyner Park Charity
Minutes of the Management Committee Annual General Meeting
Wednesday 12th June 2019 7.00pm, Nelson's

	As SS was absent the Vice Chairman (SW) chaired the first part of the meeting with the agreement of those present.	
1.	Public Questions (5 mins): A member of the public referred to the recent ban imposed by the VPC management team on dogs being allowed into the MUGA (Multi Use Games Area) and asked the Committee to reconsider the matter. It was agreed that this item would go onto the agenda of the next meeting for discussion.	ACTION Sec.
2.	Present: Cllr Steve Woolfrey (SW). Andrew Hastie (AH), John Richardson (JR) Alison Cowen (AC), Elliot Smith (ES). Lynn Fahy (LF) and Kelly Dunn (KD) represented Nelson's. Jan Anderson (Sec) and Greg Anderson Park Steward (GA) were in attendance and two members of the public.	
3.	Apologies: Cllr Mrs S. Stanley (SS), Cllr Andy Ferguson (Treasurer) (AF), Cllr Neil Mansfield (NM). It was noted that the meeting wasn't quorate and therefore decisions would need to be ratified at a future meeting.	
4.	Election of Chairman and Vice Chairman for Forthcoming Year: Steve Woolfrey was nominated as Chairman by John Richardson which was seconded by Alison Cowen and agreed unanimously. Andrew Hastie was nominated as Vice Chairman by Steve Woolfrey which was seconded by John Richardson and agreed unanimously. It was noted that SS has resigned from the Committee	
5.	Co-option of Community Members: The four Parish Cllr members are appointed by the PC. There being no other applicants it was agreed that Andrew Hastie, John Richardson, Alison Cowen, Elliot Smith would continue as Community Members.	
6.	Chairman's Report 2018-19: SW read out the outgoing Chairman's report which is attached as Appendix 1, and thanked Suzanne Stanley for her truly heroic efforts on behalf of Vyner Park.	
7.	Financial Report 2018-19: The report of the Treasurer is attached as Appendix 2. GR pointed out that the maintenance estimate figures didn't include figure for playground maintenance, which will be clarified at a future meeting.	
8.	Minutes of the previous meeting 6th March 2019: These were agreed as a true record and signed.	
9.	Matters arising from Minutes of the previous meeting 6th March 2019: 6e – Water supply provision for alternative suppliers (AF) – AF has advised this is still ongoing after electricity supplier resolved.	

	<p>6g – Application to Woodland Trust in 2019 for tree whips (SS) – Trees are not needed at this point and the whips offered by the Woodland Trust are not suitable for the bowling green. David Blackshaw had bought additional hedging for eastern boundary. Keep on agenda.</p> <p>6h – Outcome of meeting with tree surgeon for advice on planting new trees (SS) – SS has spoken with tree surgeon who agreed it was difficult to plant trees in rough grass as regular watering and clear surrounds are required. He has suggested a well situated copse planted in the autumn is the best way forward. Add to Sept agenda.</p> <p>6i – Replacement of noticeboard outside VP pedestrian entrance. (AF) – AF has got material, and will be actioned as soon as feasible.</p> <p>7a – Insurance cover renewal update from Secretary – Insurance paid for 2019-20. Next due June 1st 2020. Insurance minimum possible on risk basis. May need to add defibrillator in the future depending on discussions with PC. If so, JA anticipated that this would incur no additional cost.</p> <p>7b – Warm Hub application update from Secretary – Video about scheme has been circulated and all agreed, not appropriate for VPC/Nelsons.</p> <p>7c – Kitchen & storage extension (update from Nelson’s) – Kelly & Lynn said they had had some quotes, and NCC Community officer is advising on funding access. Looking to install indoor wall/door asap in order to give additional working space in the kitchen pending other works.</p> <p>7d – Obstruction of Mereburn referral to NCC Flood Management - update (AF). AF had spoken to resident whose property might also be affected. Rocks appear to be impeding water flow acting as a weir so still need to contact NCC Flood Management.</p> <p>7e – Car Park – update on extension, improvement and bay marking (AF) – AF has stones ready for marking bays. Waiting for availability of plant via KD later in the year. Reported KD trying to find another plant supplier. Stones to be laid after car park levelled.</p> <p>7f – Tennis Courts cleaning & line painting update – KD said there had been very good feedback from users but still problems with loose gravel. AC said Phil the coach could not get enough support for potential players. Reported Phil will try again in September.</p> <p>7g Items outstanding from the Annual Inspection of VP;</p> <p>vi – Blockstore to be painted and weatherproofed – GA said in hand.</p> <p>viii – Beading around external render needs attention – GA to attend to.</p> <p>ix – Mesh fencing upright north of pavilion bent. – GA to attend to.</p> <p>x – Gaps in hedge & shrubs along main path & north side bowling green (SS). Cost of hedging/shrubs will be about £50.00 – Agreed this can go ahead.</p> <p>xiii -Old sections of fence posts & wire in park to be removed (GA) – Ongoing by GA,</p> <p>xix – Steps into play area to be uplifted and concreted (GA) – GA said he is going to put in concrete step with rubber crumb matting on top for durability/safety. Estimated cost £60.00 – Agreed to go ahead with this.</p> <p>xx – Sunk flagstones to rear of pavilion – update on quotes (SS). SS said that this is not yet done but is in hand.</p>	<p>Sec.</p> <p>Sec.</p> <p>AF</p> <p>AF</p> <p>AF/KD</p> <p>GA</p> <p>SS/SW</p> <p>GA</p> <p>SS/SW</p> <p>GA</p>
--	---	--

	<p>xxi – Woodwork painting & guttering clearing – update on quotes (AH). Works completed to a very good standard.</p> <p>xxii – Offer to buy 20 chairs and disposal of foam cubes – Team unclear on position. Foam cubes have to go but chairs to be kept. GA to chase up NM about repurposing/disposal of foam cubes. Meeting on Tuesday to look at storage in container and other parts of pavilion with object of storing some of the chairs. Aim to complete actions on cubes/chairs by September meeting.</p> <p>7h – Parking on Old Park Road – update from Secretary. Suggestions were double yellow lines and/or one way system. NCC said double yellow lines a non starter but one way could be considered once Cussins development finished and better idea of road usage is established. No further action required by Vyner Park as now becomes a PC issue.</p> <p>9 – Clean Up Day 28th April 2019 and Woodchip delivery – Feedback from GA. GA said not many people turned up mainly because he was late in advertising event, but a noticeable difference was made especially around the bowling green.</p> <p>10a – Carving of Tree stump at pedestrian entrance to park – quotes update (JR). SW reported that a local villager has looked at the job and was unable to help. JR showed pictures of suggestions, but was having difficulty getting quotes. AC said she knew someone who might be able to give quote – to be pursued at next meeting.</p>	<p>SW</p> <p>AC/JR</p>
10.	<p>Financial Matters</p> <p>a. Financial Information (separately circulated)</p> <p>b. Approval/Confirmation of cheques paid since last meeting & any additional payment needed.</p> <p>£25 Payment to Nigel Carr for hire of Whacker to level footpath.</p> <p>£180 Premises Licence Fee from NCC – Split between VPC & Nelsons agreed as last year (One third payable by Nelsons).</p> <p>c. Any other financial related matters.</p> <p>To note donation of £25 for old gate to Jubilee Garden surplus to use.</p>	<p>Sec.</p>
11.	<p>Outdoor Gym – Public feedback, report on meeting with potential supplier, costs and possible fundraising solutions. Discussion and decision on way forward. Sec. said she and AF had met with a supplier who had given advice and basic cost of starter equipment (5 pieces) installed would be about £5-£6,000. Four emails had been received from residents keen to support equipment. Sec. has contacted County Cllr Trevor Thorne to see if he would contribute to cost. Sec to contact Longframlington PC about their outdoor gym (cost/usage/funding source), research funding streams, also chase up Cllr Thorne.</p>	<p>Sec.</p>
12.	<p>Pavilion & Sports facilities:</p> <p>a. Routine Fire Alarm, Fire equip and playground inspections – Update (Sec). Sec said Fire Alarm, Fire Equip, PAT tests and fire extinguisher inspections done. Playground Inspection imminent.</p> <p>b. Defibrillator - Update on current situation. Decision on way forward. After a brief discussion it was agreed that the VPC would prefer the PC to take over management of the defibrillator and make necessary arrangements with the</p>	<p>Sec.</p>

	Stephen Carey Fund. ES passed the Sec information on defibrillator costs and maintenance.	
13.	Firework display early planning decisions: It was agreed to hold the event again, on Friday 1 st November 2019. Agreed to go ahead with purchase of fireworks £1000 but to try to get biodegradable rockets to avoid repeat of hard plastic shards on playing field. SW is to meet with SS to discuss checklist of actions, possible sponsorship etc.	GA/SW
14.	Allotments – Need to review current sketch plan of site (Appendix 1), consider feedback on allotment holders meeting, and charge for Site 7. Discussion and on way forward, and charge to be levied. The Sec said there have been changes to allotment holders this year with three new holders. All payments made £75. Difficult to let site 8 which is a half site (old school site) but has trees in it therefore is heavily shaded. It was agreed Sec to approach remaining people on waiting list to see if they want site 8 and if not, the site will be reabsorbed into VP. It was agreed to leave fee of site 7 as is ie £10 per annum. JR offered to measure up whole allotment site and redraw plan. Site 3 looking very untidy. Sec to write to Site 3 holder to ask if he wants to keep site up and remind holder of allotment conditions.	Sec/JR
15.	Urgent items and any other business: Sec to get advice from Cllr Francis about possible need for extraordinary VPC meeting to ratify decisions made at this meeting, and to look at having 'virtual' meetings ie making decisions by email.	Sec.
16.	Dates of Next Meetings: Wednesday, 4th September 2019 Nelsons review meeting Wednesday, 18th September 2019 Wednesday, 20th November 2019 (Meeting is 1 week before PC meeting).	
	Meeting finished at : 20.50	

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

THE VYNER PARK CHARITY
5th Annual Report 2018 – 2019

There have been changes to the membership of the Management Team during the last year. Andy Ferguson joined the Parish Council, so became a PC rather than Community representative, and in December he took on the role of Treasurer after Stephen Gallico left the PC and VPC team. Elizabeth Hilton stood down because of an increased work load, and was thanked for her active commitment and input (particularly, with husband Wayne, for the excellent new coordinated signage around the Park). David Blackshaw, Andrew Hastie and Elliot Smith became community members over the course of the year. We thank Park Steward Greg Anderson for his continued conscientious and energetic maintenance and repair work, Jan Anderson in her role as Charity Secretary, and all team members for their input.

A financial report has been prepared by the Treasurer. Despite increased expenditure on Park maintenance, our finances were sufficiently healthy, as a result of a very successful Bonfire Night, a donation from the Show Committee for the use of the Park, and sundry amounts from bookings and other donations, for us to be able to request a smaller grant from the PC for 2019-20.

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 again a well-attended, good-humoured and successful event.

We've continued to make improvements to the wider parkland, but don't want it over-manicured as it is a valuable wildlife site where a good range of birds and insects are spotted. We also came across a very large toad in the roots of a tree while planting more hazel and hawthorn hedging to fill the gaps at the east end of the Park. The semi-natural grassland was cut twice during the year at the appropriate times to allow the flowering plants to seed. A Kenmore Road resident had concerns about the silting up of the Mere Burn at the bottom of his garden where drains from the Park discharge, and also about trespass into his garden by Park users. The VPC has cleared the drains and taken responsibility for the riparian management on its own side of the Burn, and has erected a 'No access beyond this point' sign at the appropriate point, which we hope will help resolve the trespass issue. The Management Team also took the opportunity to look afresh at access into the Park, and updated a previous letter from the Parish Council reminding residents whose gardens back onto Vyner Park that they have no automatic right of access from their gardens.

We also had a complaint from a resident who had been monitoring car park use and careless parking on the access road. The Management Team had no objection to the number of cars using the car park, but have agreed that parking could be more orderly, so defining and marking out parking bays is now on the 'to do' list. It was agreed that we have no power to control parking on the public highway, but can use various methods (The Column and notices on the pavilion notice board) asking Park users to park responsibly.

The sports facilities are gradually improving simply through the efforts of team members; the lines on the tennis courts were repainted in time for Easter after regular brushing and moss treatment, and the sports field is benefitting from regular cutting in the growing season and the application of additional soil to level the drier areas over the drains that

sink in dry weather. We do pay for a mole contractor – it needs a professional to follow and keep up with their movements.

Unfortunately however, John Stewart resigned from his role as an under-10s coach just before he was due to start training in Swarland, and tennis coach Phil Barron warned us that he'd need to give up coaching here this year because of changed work and family commitments. We hope there will be replacements if the interest from residents is also there. But football team manager Sam Palin, resident in the village, has approached us about starting a North Northumberland Football League team in the Parish, and would use Vyner Park on a regular basis.

In September, Nelson's licence was renewed for a further year, with the agreement that they would now pay a monthly licence fee rather than just a peppercorn rent. The Nelson's team agreed to take on the responsibility of costing and finding funding for the badly-needed upgrading of the kitchen fittings and equipment; the continued popularity of the café means they struggle to cope with the current provision. The Management Team supports them in their efforts, as they continue to provide a much-needed focal point and social hub for the community.

This is my final report as member and Chairman of the Vyner Park Charity Committee, as I'm standing down having been Chairman of the old Parish Council Vyner Park Sub-Committee for two years, Vice-Chairman (under Robert Brotherton's Chairmanship) of the then newly-formed Vyner Park Charity Management Committee since 2015, and Chairman since 2016. We now have clearly defined aims, objectives and routines, and a very strong team to carry them forward. It has been a pleasure to work with past and present members, and my thanks go to everyone who has supported Vyner Park and the Charity in any way.

Suzanne Stanley

VYNER PARK CHARITY (Reg^d Charity No. 1163835)

Cash Statement 19 May

Cash at 19/11/18 **£11980**

Income

Nelsons Licence Fee	260
Nelsons Utilities	2000
Logs	120
Hire Fees etc	64
Total	<u>£2444</u>

Expenditure

Npower	2100
Water	474
Tree Felling	500
Bonfire Drinks	275
Mulled Wine	62
First Aid Kit	50
Topsoil	60
Blow Torch	26
Lost Children Banner	41
Domain Name	15
Insulation Boards	170
Notice Board wood	38
Hire of Public Address System from SVH	50
Park Steward 2017-2018 Balance	278
Park Steward 2018-2019	998

Petrol + PS Misc expenses	317
Dog Signs	12
Total	5466
Cash Balance	<u>£8958</u>

Confirmed Future Income

Nelson Hire	20
Chair Hire	20
Show Donation	500
Balance of PC Grant	525
Allotment Fees	50
Total	<u>£1115</u>

Anticipated Expenditure short term

Outstanding Cheque Weed spraying	150
Pavilion Painting	1000
Relocation of Kitchen door	400
Total	<u>£1550</u>

Running Total	<u>£8523</u>
---------------	---------------------

2019-2020 Maintenance Estimates

Wood chip	0
Mower Maintenance	350
Mower Fuel	200
NCC Grass	1250
Pavilion Insurance	1000
Mole Catching	500
NCC License	200
Caretech Systems	200
ALN Fire Protection	90
ROSPA Play Safety Inspection	120
Park Steward	1200
Mower Replacement	500
Pavilion Maintenance	0
Park Maintenance	500
Contingency	1000
Total	<u>£7110</u>
Grant from PC	<u>£5500</u>
Maintenance Deficit	<u>£1610</u>

Virtual Funds

Npower	1300
Mower Replacement Fund	500
Park Contingency Fund	3000
Project Fund	1000
Maintenance Deficit	1610
Cash Float	1113

Total **£8523**

Cheques Issued since Nov 18

100054	A Mears for Tree Felling	500
100055	S Stanley for Mulled Wine	62.49
100056	Nelsons for Fireworks Drinks	275
100057	G Anderson for Blow Torch	25.98
100058	J Anderson for Banner	40.99
100059	Cancelled	
100060	J Anderson for Domain Name	15.71
100061	A Ferguson for Insulation and Plywood	208.55
100062	SVH for PA Hire	50
100063	G Anderson for Park Steward	1593.20
100064	S Stanley for Dog Signs	12.48
100065	A Ferguson for Weed Spraying	150

Utilities Statement May 18 – May 19

Water

Jun – August	£207
September – November	£188
December – February	£286
March - May	£172

Total **£853**

Electricity

Weekend/Evening units	14937
@ £0.118 per unit	£1762
Weekday units	9041
@ £0.144 per unit	£1301

Climate Change Levy	£170
Total	£3233
VAT	£646

Total **£3879**

Total Utilities **£4732**

Payment from Nelsons @ £400 per month **£4800**