

**Charity Registration No: 1163835**

**Vyner Park Charity**  
**DRAFT 2 Minutes of the Management Committee Meeting**  
**Tuesday 30th June 2020 7.00pm via ZOOM online.**

		<b>ACTION</b>
<b>1.</b>	<b>Public Questions (5 mins):</b> There were no public questions.	
<b>2.</b>	<b>Present:</b> Cllr Steve Woolfrey (SW) (Chairman), Cllr Mrs Karen Howard-Row (KH-R) Cllr Stuart Cutforth (SC), Andrew Hastie (AH), Alison Cowen (AC), Andrew Ferguson (AF), John Richardson (JR). Greg Anderson - Park Steward (GA) and Jan Anderson (Sec) were in attendance.	
<b>3.</b>	<b>Apologies:</b> Lynn Fahy and Kelly Dunn (Nelson's).	
<b>4.</b>	<b>Minutes of previous meeting 12th February 2020:</b> – Agreed.	
<b>5.</b>	<p><b>Matters arising from Minutes of the previous meeting 12th February 2020:</b></p> <p>a. (7a) – Consideration if further rent review is needed for Nelsons as rent set early 2019 was on basis of loan to be sought for improvements winter 2019. SW suggested doing rent review at planned Nelson's in September – agreed.</p> <p>b.(7b) – Items outstanding from Vyner Park Site inspection 2019; (x) Gaps in hedge and shrubs on main path &amp; north side bowling green (SS) - no update provided.</p> <p>(xiii) Removal of remaining old sections of fence posts and wire. GA said this has now been removed.</p> <p>(xx) Sunk flagstones to rear of pavilion – SW and AF reported offer of work for cost of one days labour + materials cost about £120 (with volunteer labouring) – agreed to go ahead with this.</p> <p>c. (7c) Repair of panel on top of big slide – GA said panel cut and ready. Will be installed in next week or so. SW asked that this be given a high priority.</p> <p>d. (7d) Carving of tree stump at pedestrian access to park – AG had attended funding event. Heritage Lottery very keen to help then lockdown intervened. Need to complete application.</p> <p>e. (7e) Facebook/Website update (AC and Sec). SW said he knew someone who could help (to ask).</p> <p>f. (7f) Planting of new trees – SW said weather had delayed planting. Will try again in autumn and SW will contact those interested to form planting team.</p> <p>g. (7g) Overflowing Northumbrian Water sewer in VP. Update following meeting with NW 17.3. 2019. NW have been seen around Swarland at points sewage pipe links to park possibly cleaning pipe. Situation to be monitored and to call NW if flooding seen.</p>	<p>SS</p> <p>AF/SW</p> <p>GA</p> <p>AC</p> <p>SW</p> <p>SW</p> <p>All</p>

	<p>h. (7h) Car park extension and resurface &amp; footpath repairs – Update on completion of works – AF said Blewitt’s still to lay topsoil and flatten ground ready for VPC to put down grass seed. On list for jobs for Blewitt’s to do. AF said he, GA and AH are to try marking parking bays to improve parking layout.</p> <p>i. (7i) Outdoor Gym – Update on grant applications (Sec). National Lotteries Community Fund &amp; Sport England applications have been unsuccessful. Further funding source might be possible from NCC – application to be submitted or possible hold ‘Fun Run’ to raise funds.</p> <p>j. (8b) Leak in storage container – See item 10.</p> <p>k. (10) Kissing Gate modifications to allow better access to mobility scooters – See item 10.</p> <p>l. (15a) Rabbit Culling – Rabbits are doing some damage to the football pitch. AF will ask Rabbit controller to carry out treatment.</p> <p>m.(15b) Courts power washing and moss treatment – AF said courts have been power washed. Moss treatment to be carried out in September so it is cleared before winter.</p>	<p>AF/AH/GA</p> <p>Sec</p> <p>AF</p> <p>AF</p>
6.	<p><b>VPC Safeguarding Policy</b> (See Appendix 1) and <b>VPC Risk Assessment Policy</b> (See Appendix 2) – For discussion and agreement. SW thanked everyone who had contributed to the review of the two policies. GA suggested that the risk assessment should be amended regarding clearing of grit as this was not practicable as described and replace with ‘periodic clearing of excess grit on MUGA and tennis courts’. AC asked if VPC had a Data Protection Policy as this had been referred to in the Safeguarding Policy. Sec said no specific policy but documents have been approved by Parish Council on privacy and data handling &amp; storage. Could use Swarland Show Policy and amend – agreed to bring to next meeting.</p> <p>Both Policies agreed subject to the amendment suggested by GA.</p> <p>Need to put item on next VPC agenda on the integration of the Swarland Show Committee within VPC.</p>	<p>AC</p> <p>Sec</p>
8.	<p><b>Allotments.</b> Items for discussion and agreement on way forward.</p> <p>a. In view of waiting list can allotments be extended? This was discussed and unfortunately no additional land was identifiable.</p> <p>b. Request for water supply at allotments (letter received previously circulated). This was discussed at length and generally supported. AF will speak to letter writer to explore options and see if practical. Need to ensure Nelson’s not billed for allotment water and any pipes installed will need frost proofing.</p> <p>c. Request to install paving slabs as steps adjacent to new pedestrian footpath – AF and GA both have paving slabs they will donate, they and SW will install over the summer. Only cost to VPC will be for cement.</p>	<p>AF</p> <p>AG/GA/SW</p>
9.	<p><b>Firework display early planning decisions</b> – In view of the current Coronavirus emergency, the viability of running the event with social distancing was discussed. The management team were unanimous saying the event should not go ahead this year but the final decision can be delayed until late August which is the deadline for ordering fireworks. SW will arrange a meeting</p>	<p>SW</p>

	with all interested parties in July and the final decision will be made after speaking with Stewards etc.																						
10.	<p><b>Finance Matters</b></p> <p>The Treasurer (AF) had circulated two sets of finance reports prior to the meeting; 19th April 2020, and 19th June 2020.</p> <p>a. Cheques: For information &amp; confirmation. Previously agreed via email.</p> <table border="0"> <tr> <td>Caretech Inspection</td> <td>£259.20 inc VAT</td> <td></td> </tr> <tr> <td>Caretech Emergency lighting Repairs</td> <td>£153.00 exc VAT</td> <td></td> </tr> <tr> <td>Park Steward Invoice</td> <td>£799.50</td> <td></td> </tr> <tr> <td>Moss Killer</td> <td>£55.87</td> <td></td> </tr> <tr> <td>Mole Catching</td> <td>£40</td> <td></td> </tr> <tr> <td>Mower Fuel</td> <td>£19.35</td> <td></td> </tr> <tr> <td>Repayment to Parish Council for overspend in 2019/20</td> <td></td> <td>£753.92</td> </tr> </table> <p>b. Other cheques: Playsafety Playground insp. £107.40 Repayment to Andrew Hastie for topsoil for football pitch: £35.00.</p> <p>c. Other finance matters: AF reported that as no rent was coming in from Nelson's etc funds were tight. Currently have £3500 for contingencies and £900 put aside for the project fund. SW emphasised need for prioritising work. GA said some of the play park works could be put off and estimated immediate spending needed to be about £300. Also need weed killing to be carried out £150. Discussed the viability of repairing container compared to replacing with shed. Agreed to keep container in expenditure this year. Priorities: (1) Play Park work – GA (2) Metal posts and gates – AF &amp; GA and (3) Container repairs – AF/SW/SC. All the above were agreed/noted taking £500 from contingencies. If more funding needed may go back to the Parish Council for an increase in grant. The Sec reported that the Parish Council's internal audit had been completed, which had included the VPC accounts this year. Some procedural recommendations had been made which would be addressed.</p>	Caretech Inspection	£259.20 inc VAT		Caretech Emergency lighting Repairs	£153.00 exc VAT		Park Steward Invoice	£799.50		Moss Killer	£55.87		Mole Catching	£40		Mower Fuel	£19.35		Repayment to Parish Council for overspend in 2019/20		£753.92	
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11.	<p><b>Site Issues</b></p> <p><b>a. Playground Inspection:</b> (Inspection report already circulated) The report was discussed and GA summarised the works needed. All agreed.</p> <p><b>b. Directional sign</b> – Wood sign from corner of Jubilee Garden has rotted and fallen off. GA advised the sign has been removed for safety, has been sanded and is mostly salvageable. He suggested using angle iron to extend sign length and wood treatment. Estimated cost £20 angle iron, oil £18.00 – agreed. Concrete needed for installation but AF and GA may have some that can be used.</p> <p><b>c. Lighting bollards beside paths</b> – Bollards showing signs of wear. Item brought up by Nelson's. Need brushing and repainting as looking shabby. Management Team want to get some other jobs completed first – agreed to look at again later in the year.</p>	AF/GA																					
12.	<p><b>Coronavirus Business Grants Applications</b> – update from Secretary. Business Grant applied for Nelsons which was successful but subsequent application for VPC turned down as VPC 'not in receipt of business discount' on</p>																						

	Business rates (VPC gets mandatory Charity discount plus discretionary award from NCC). Applied for Discretionary grant but turned down as VPC 'already has had business grant'. This has been challenged and is being looked into by NCC.	
13.	<p><b>Urgent items and any other business:</b></p> <p><b>a. Re-opening of play area</b> – Although this is now permitted by the Government from 4th July, advice has been given from various sources on the cleansing &amp; other control measures etc that would be necessary. The Management Team discussed this, and were concerned that as our play area isn't manned, no toilets open, no funding available that at present its not practicable to re-open. Signs to go up advising of this, and update on VPC website. Situation will be monitored and reviewed.</p> <p><b>b. AGM rescheduling</b> – Possibility that AGM could be held in July.</p> <p><b>c. Football</b> – Swarland Football group keen to use football pitch £400 for season starting September. This was agreed. Will need to use both changing rooms which will need clearing. Group will mark up pitch. SC pointed out they will need to do their own risk assessment. They will need to check pitch is fit for use before playing, filling in any rabbit holes if necessary.</p>	
14.	<p><b>Dates of Next meetings:</b></p> <p>Wednesday 16th September 2020 Nelsons review meeting (not open to public).</p> <p>Tuesday 22nd September 2020</p> <p>Wednesday 11th November 2020 (2 wks before expected PC Budget meeting).</p>	
	<b>Meeting finished at : 20.40</b>	

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