

Charity Registration No: 1163835

Vyner Park Charity
Minutes of the Management Committee AGM & Ordinary meeting
Wednesday 30th June 2021 7.00pm at Nelsons, Vyner Park, Swarland

	DRAFT 2 Minutes of the AGM	ACTION
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1.	Minutes of previous meeting 30th March 2021: – Agreed.	
2.	Matters arising from Minutes of the previous meeting 30th March 2021: a. (5g) Leak in storage container – AF said that the leak had been repaired by installing a new roof. This had been done with the help of volunteers.	

	<p>b. (5h) Allotment paving slabs (update) – GA said that Site 1 had been done. No other requests received.</p> <p>c. (5i) Barrier round Culvert at east of site (update) – GA said that the necessary materials had been obtained. The work will be completed by the end of July.</p> <p>d. Unauthorised access from Rosetta Gardens – A fence has been erected but partly dismantled to allow for planting. A request had been made to one family not to use the route into the park. The situation will be monitored.</p>	
3.	<p>Swarland Walking Netball Team presentation – To be followed by discussion & decision on facilities such as marking up the MUGA, and possible financial support to the group.</p> <p>KW said that there were about 20 members of the group. They were playing on the MUGA but it wasn't marked with netball lines. She asked if the pitch could be marked. This was agreed. AF said he would liaise with KW if more help was needed. AF said a bench for the MUGA was on order. He asked if the netball posts could be moved back to alcoves after use, and that benches in tennis courts be left in their original positions. SW said the netballers were welcome to use the facilities free of charge but that donations would be welcome.</p> <p>KW left meeting at this point.</p>	
4.	<p>Bonfire Night – For discussion and decision on whether event will be run in 2021 including consideration of stewards availability, sponsorship and storage if unable to run event.</p> <p>SW said the event was not run in 2020 due to Covid. The event could be held in November 2021 and fireworks would need to be ordered by the end of August to qualify for discount. To run the event the following would be needed;</p> <ul style="list-style-type: none"> • sufficient stewards • sponsorship – AF said YOPA keen to support event. • fireworks <p>There was a risk that there would be a poor turnout due to concerns about social distancing. However, due to funding success the VPC didn't need to run the event. SW asked the committee how they would feel about running the event now. The committee (plus AC) agreed unanimously that they were minded not to run the event. A final decision will be made in July in time for publication in August's Column.</p>	
5.	<p>Booking System for MUGA, Tennis Courts & Bowling Green – For discussion and decision on need for system, how system (if any will work) who will operate and charges.</p> <p>Sec said she had been receiving enquiries about making bookings since the refurbishment was carried out. AF said he had looked at options avoiding the involvement of Nelsons but didn't think there was a need for a booking system yet. It was agreed to put a note in the Column and Facebook for people to let the Cttee know if the current 'first come first served' system wasn't working, and the arrangements could be reviewed. Boxes for donations will be going up for the bowling green (JR) and AF has one for the tennis courts.</p>	
6.	<p>Finance Matters</p> <p>a. Report from Treasurer: The report had been circulated. This had been reviewed and a slight addition error found. A cheque to the Sec needs to be included. The VPC has just received £8000 from NCC 'starting up' grant and a</p>	

	<p>repayment from Npower so did not need to ask the PC for the 'top up ' grant previously agreed. £3K is needed to complete works already in hand so £8K remains for discretionary spend. Of this AF would like to assign £4K for the VPC contingency fund and £4K to the project fund – Agreed.</p> <p>b. Responding to emails regarding spending of funds – AF said he would really appreciate responses (either for/against) from Cttee members to emails about spending. VPC needs to be seen to be democratic & also follow agreed procedures. SW said the alternative would be for the Committee to meet more frequently.</p> <p>c. Transfer of Water supplier from WAVE to Everflow – Discussion and decision. AF said this was a proposed three year contract which will give an expected 5% saving – Agreed.</p> <p>d. Insurance – The Sec said the PC/VPC insurance had just been reviewed and renewed for 3 years saving £600 per annum. VPC saving needs to be calculated.</p>	
7.	<p>Site Issues.</p> <p>a. Risk Assessment: AF and SC had checked the allotments and AF and SW had walked the rest of the site. Sec pointed out Pavilion inspection is still needed. Sec to check risk assessment to see what more if anything needs to be done.</p> <p>b. Safety Report on Play Area 2021 – Actions required. Cost and proposed schedule works for discussion and decision. GA said no serious issues were found but some actions were necessary most of which were now in hand. Some matters can be put off to next year. However, the play tower platform needs attention with an additional spend of about £100. The south play area gate required repair which will cost up to £240. He will take photos and send to manufacture to confirm defect/costs urgently. GA said it was likely that the play area will need more expenditure . SW said that VPC will need more in the 2021/22 budget to cover repairs needed.</p> <p>GA said that the concrete under the play area 'spinner' was frequently exposed and suggested improving H&S by cleaning and applying rubber crumb. This would cost approximately £55-£70. This was agreed.</p> <p>GA said the play area fence needed to be looked at rather than just running repairs.</p> <p>AH had previously suggested purchasing a play mechanical digger which would cost about £1500 plus installation. The Sec suggested asking County Cllr Thorne for a contribution as this was NCC fundable capital expenditure. Agreed that £2000 would be asked for.</p> <p>c. How to managed the park going forward 'Keeping up appearances'. For discussion and decision including possibility of appointing Assistant Park Steward.AF said that £10 K had been spent on upgrading facilities but that going forward, some sort of system was needed for monitoring the site and dealing with problems as they arose. The alternative would be to get additional support for the Park Steward which would have cost implications. AF proposed dividing the park into areas of responsibility, with any problems found being brought to the attention of the Management Cttee. This approach was agreed as</p>	<p>Sec.</p> <p>GA</p> <p>Sec.</p>

	<p>follows;</p> <ul style="list-style-type: none"> • Bowling Green & Allotments – JR • MUGA – SW • Play Area – GA • Pavilion – Nelsons • Tennis Courts – AC • Paths & Car Park – AH • Football pitch, dog exercise area & rest of part – AH. <p>This approach would be implemented with immediate effect and reviewed at the next meeting, amending risk assessment if necessary at that point.</p> <p>d. Possibility of purchasing CCTV system – For discussion and decision on way forward. AF said AC had got information regarding safeguarding from Police who said there were no direct safeguarding issues if a loop system was used (overwriting the record), access was limited and a log in system was used when accessed by users. Cost was likely to be £500-£600 to cover the playground and pavilion. Signs would be needed to say CCTV in operation. This was agreed in principle for further costs and details to be obtained.</p> <p>e. Purchase of bowling equipment – For discussion and decision. JR is contact for the bowling group playing 1.30 each Thursday. JR had purchased jacks at a cost of £50 and sets of bowls from Lesbury for £30. JR asked if he could purchase bowls carriers @ £8.00 x10, and sets of small woods for ladies (4 sets costing about £200). Players give small donations and a local resident had offered to help with a funding application.</p> <p>SW said that VPC is happy to get things going but can't afford to fund sports completely. It was agreed to repay JR £80 so donations can be used to fund purchase of further kit, and for JR to come back to VPC if stuck. AF said suggested donation is £2 per person per event.</p> <p>JR said that shelves for bowls would be useful.</p> <p>f. Request to split Allotment – For discussion and agreement. One of the allotment holders has paid for 21/22 but has asked to give up half the plot. This was agreed.</p>	
<p>8.</p>	<p>Urgent items and any other business</p> <ul style="list-style-type: none"> a. Bowling Green gutters – JR said that the gutters need cleaning or more gravel. SW said a water based weed killer would be needed. b. Changing Rooms - It was noted that the changing rooms need clearing out before August. c. Noticeboard light – LF said the light about the pavilion noticeboard needed replacement. d. Litter bin provision – LF said that park rubbish is a problem. Need an extra litter bin or a bigger bin. Sec to check with NCC what is possible. 	<p>GA Sec.</p>
<p>9.</p>	<p>Date of Next meetings: 7pm Tuesday 21st September 2021 – to be confirmed.</p>	
	<p>Meeting finished at : 21:00</p>	

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