

Charity Registration No: 1163835

**Vyner Park Charity
Minutes of the Management Committee Meeting
Tuesday 27th October 2020 7.30pm via ZOOM online following Annual Meeting.**

		ACTION
1.	Public Questions (5 mins): There were no public questions.	
2.	Present: 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). Greg Anderson - Park Steward (GA) and Jan Anderson (Sec) were in attendance.	
3.	Apologies: Cllr Stuart Cutforth.	
4.	Co-option of Community Members: It was agreed that the Community Members would be the same again unless John Richardson wishes to withdraw ie: Alison Cowen, Andrew Hastie, Andrew Ferguson and John Richardson.	
5.	Election of Chairman and Vice Chairman: Andy Ferguson proposed and Karen Howard-Row seconded, that Steve Woolfrey would be Chairman. Agreed unanimously. Steve Woolfrey proposed and Andy Ferguson seconded, that Andrew Hastie would be Vice Chairman. Agreed unanimously. Steve Woolfrey proposed and Andrew Hastie seconded, that Andy Ferguson be Treasurer. Agreed unanimously. Jan Anderson continues as Secretary.	
6.	Minutes of previous meeting 30th June 2020: – Agreed.	
7.	Minutes of Extraordinary Meeting 24th July 2020 (Open Agenda). Draft to be amended as AC shown as present in error otherwise agreed.	
8.	Minutes of Extraordinary Meeting 24th July 2020 (Closed Agenda). Draft to be amended as AC shown as present in error otherwise agreed.	
9.	Matters arising from Minutes of the previous meeting 30th June 2020 Active a.(5b) – Items outstanding from Vyner Park Site inspection 2019; (x) Gaps in hedge and shrubs on main path & north side bowling green (S.Stanley). Suzanne Stanley had confirmed that she is purchasing the shrubs etc now for planting. Thanks to go to Suzanne. b.(5) Facebook/Website update (AC and Sec). AC was going see if local resident will still help. – No progress, carry over to next meeting. c. (5k) Kissing Gate modifications to allow better access to mobility scooters –	Sec. Sec.

	<p>Update from AF and GA on possible modifications and option costs. North gate has been replaced with 'normal' gates but the pedestrian gate has been temporarily removed due to coronavirus concerns. Wheel has been repaired on main entrance gate. Thanks to Greg.</p> <p>d. (5l). Rabbit Culling – Update. AF said still a rabbit problem. Need to have right conditions for cull and Police will be advised beforehand.</p> <p>e. (5m). Courts moss treatment – update. Moss killer was spread by AF but moss is likely to be a continuous problem because of the poor condition of the court surface. Ride on brusher could now be used. GA said it was charged and ready for use for clearing bowling green etc.</p> <p>f. (11b) Directional sign from corner of site. GA said the sign was repaired and will be re-erected in the next few days.</p> <p>Inactive for Winter – Not discussed as no activity</p> <p>g.(5h) Car park extension and resurface & footpath repairs –</p> <p>h.(5j). (8b) Leak in storage container</p> <p>i. (8b&c) Allotment paving slabs and provision of water supply.</p> <p>j.(5d) Carving of tree stump at pedestrian access to park.</p> <p>6. VPC Safeguarding Policy. SW asked Sec to send copy of Policy to Management Team members.</p>	<p>AF.</p> <p>GA.</p> <p>Sec.</p>
10.	Matters arising from the Minutes of Extraordinary Meeting 24th July 2020 (Open Agenda). No matters arising.	
11.	Matters arising from the Minutes of Extraordinary Meeting 24th July 2020 (Closed Agenda). No matters arising but copies of equipment invoices are needed. AF to chase up.	AF.
12.	<p>Nelsons 6th Review Meeting 20th October 2020; feedback from review meeting and Recommendations for approval;</p> <p>RECOMMENDATION 1 – That the rent be increased to £900 per annum with the proviso that if the trading situation changes, this could be reviewed and if there is a shutdown due to Coronavirus no rent would be charged.</p> <p>This was agreed.</p> <p>RECOMMENDATION 2 - The plan attached to the schedule should be amended to reflect the changes to the kitchen area.</p> <p>This was agreed.</p> <p>RECOMMENDATION 3 – That the licence be extended until the end of October 2021 with the possibility of a further review depending on the Coronavirus situation.</p> <p>This was agreed.</p>	All Sec.
13.	<p>Finance Matters: Quarterly report previously circulated by Treasurer.</p> <p>a.Cheques: For information & confirmation. Previously agreed via email and listed in accounts.</p> <p>b. Other cheques:</p> <p>100080 A Ferguson repayment CareTech/ROSPA £1469.85</p> <p>100081 A Ferguson repayment NCC Grasscutting/Topsoil £1393.36</p> <p>100082 G Anderson repayment Postcrete, angle iron, silicone sealer, coachbolts, Playdale play area parts, Jewson – Cement, Simply Bearings – Bearing for play area spinner) £153.54</p>	

	<p>c. Cheques paid in: £2000 grant from NCC for outdoor gym transferred to VPC from PC. Allotment payment 28.6.20 £10.00</p> <p>d. Other finance matters: Page 6 of the report contained estimated details of maintenance costs which form the annual 'ask' to the PC. These were discussed and the amount for Playground repairs reduced to £750. It was noted that Nelsons paid rent even though they were closed due to Coronavirus. It was agreed that the 'ask' would be £7000 which is the same as in 2020/21. AF to reissue amended maintenance estimates.</p>	
14.	<p>Outdoor Gym: – Proposal to request funding for balance of funding needed from PC Community Fund if application to NCC is unsuccessful (Sec). This was discussed but the general feeling was if there was funding available from the PC, the Management Team would prioritise improving the surface of the tennis courts for which funding was not otherwise available. Sec to apply to NCC community grants scheme for gym equipment, and if this is unsuccessful, then approach the PC. As £2000 has already been secured for outside gym equipment, if additional funding is not secured, VPC could just install fewer items of equipment. Agreed to ask PC for donation towards tennis court repair at its November meeting. AC to provide SW with details of repair quote.</p>	<p>Sec.</p> <p>AC/SW</p>
15.	<p>Integration of Swarland & Newton on the Moor Show within VPC: – For discussion and decision on way forward. This has been discussed within the Show Committee. Accepted would need to change the Show Constitution and terms of reference to become a committee of the VPC. The Show would retain its separate bank account. Change would make coverage of the Show by VPC insurance more straightforward. AC (Chair of Show) has prepared new terms of reference which she'll send to SW for discussion if needed. It was agreed in principle for VPC to take on the Swarland Show as one of its Committees and to formalise later in the year.</p>	AC
16.	<p>Site Issues: Proposal to put barrier round culvert at east of site for safety reasons. For discussion and decision on way forward (GA). Estimated cost £30-£40. This was briefly discussed and agreed.</p>	GA
17.	<p>Urgent items and any other business: a. Raised at the Nelson's Review meeting that Nelsons staff have been approached by Management Cttee members who in turn had been approached by members of the public on issues relating to Nelson's. Nelson's have asked that if approached by members of the public, Committee Members should just direct the person to Nelson's, so they can be dealt with directly.</p>	
18.	<p>Items for next meeting: a. Lighting bollards beside paths (from June meeting) – Bollards showing signs of wear. Need to discuss and agree painting etc b. Data Protection Policy (from June meeting). It was agreed that the amended Show Policy would be circulated and agreed by email instead of going to next meeting.</p>	AC/Sec.

19.	Date of Next meeting: originally planned for Wednesday 11th November 2020 because of delays caused by Coronavirus Pandemic but this is not now needed. With reference to Government guidance, the requirement for four meetings in one year is suspended. Meeting to be held in January 2021 but may be postponed if insufficient business.	
	Meeting finished at : 20.10	

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