

Charity Registration No: 1163835

Vyner Park Charity
Minutes of the Management Committee Meeting
Tuesday 14th December 2021 7.00pm

		ACTION
1.	Public Questions (5 mins): There were no public questions.	
2.	Present: Cllr Steve Woolfrey (SW) (Chairman), Andrew Hastie (AH), Andrew Ferguson (AF), Liz Simpson (LS), Alison Cowen (AC), John Richardson (JR) and Cllr Neil Mansfield (NM). Greg Anderson - Park Steward (GA) was in attendance and took the minutes.	
3.	Apologies: Jan Anderson (Sec), Cllr Karen Howard-Row, Kelly Dunn and Lynn Fahy.	
4.	Minutes of previous meeting 30th June 2021 – Agreed.	
5.	<p>Matters arising from Minutes of the previous meeting 30th June 2021:</p> <p>7a – Annual Inspection of site. Risk assessment to be checked for requirements – Still to do.</p> <p>7b – Funding request for purchase of play area digger – AH has equipment information. Sec to approach County Cllr Thorne for grant.</p> <p>7d – CCTV costs – AF had obtained costs approx. 6 Cameras 4K Swann system inc VAT (possibly more if longer than standard cables needed)</p> <p>7.10 At this point AC joined the meeting.</p> <p>7.11 At this point JR joined the meeting.</p> <p>Could probably put unit in electricity cupboard. AF said that that there were funds available. Committee agreed to proceed with the purchase.</p> <p>7c – Review of shared management of park method – see item 6 below.</p> <p>8 - Cleaning of bowling green gutters, clearing of changing room and replacement of noticeboard light. Extra litter bin, play park work, barrier around culvert – Most of the greens gutters were cleaned apart from about 4m. JR said he thought more action was needed to deal with vegetation and need for a service of ride on sweeper. JR to make enquiries about a service. The changing rooms, and light have been done. GA to pursue culvert works. AH recommended 2” square posts for new trees. This was agreed.</p>	
6.	<p>Review of shared management of park - For review and discussion of the new method with individual Committee members inspecting designated areas.</p> <p>SW checking the MUGA. AH checking paths. Some mud etc but ok. JR Bowls group going OK. AF asked about fundraising Still in progress with Louise and a resident .Approached Co-Op funeral care for sponsors for new bowling mats – some progress. Cttee agreed to fund a donation box and sign for</p>	

	the bowling green. Acquiring extra sets of bows including smaller ones.	
7.	See item 13.	
8.	<p>Finance Matters – AF presented report. Court donations £738 including £70 from Qi Gong using bowling green. VAT refund is £3500.</p> <p>Currently waiting for decision on the split on insurance costs with PC. SW asked for PC via Sec to agree split and pass figures to VPC for approval.</p> <p>AF to get estimate from electrician for full pavilion electrical safety check .</p> <p>Around £800 or more to be added for likely extra cost of playground fence repairs. Cheques issued since last meeting were agreed.</p>	Sec.
9.	Swarland & Newton on the Moor Show - Update. The Show will go ahead in 2022 unless further Covid issues arise.	
10.	Parish Council Climate Change Group - Meeting 11th January 2022, Request for rep from the Vyner Park Charity. This was discussed but there were no volunteers at this time. Possible project in VP could be installation of charging points for electric vehicles.	
11.	Bonfire Night 2022 – This will probably go ahead in 2022 unless further Covid issues arise. AF suggested setting the Bonfire Night up as a sub-committee in the same way that the Show is set up , with its own finances.	
12.	<p>Safety Issues</p> <p>a. Review of Risk Assessment – for discussion and decision on way forward. This should be done regularly. SW to review and email Committee.</p> <p>b. Covid Rules – for discussion and decision on way forward. Covid rules re playground uncertain. RA for Covid suspended for the time being. Handwash stations to remain but no gel refills at present. Monitor and review in light of Covid changes.</p>	SW
13.	<p>Nelsons Review Meeting 3.12.21 – Feedback from review meeting and Recommendations for approval. SW said the review meeting had taken place and was chaired by independent Parish Cllr David Rixon.</p> <p>RECOMMENDATION 1 – That the Licence be renewed for a further year until the end of September 2022. – This was agreed.</p> <p>RECOMMENDATION 2 - That the rent be maintained at £900 per annum with Nelsons being responsible for paying for utilities (electricity & water). This was agreed based on the previous years accounts.</p> <p>RECOMMENDATION 3 - That the licence be amended (para 4) to remove reference to Nelsons selling the tokens required for the floodlights and keys. – This was agreed.</p> <p>RECOMMENDATION 4 – That the Vyner Park Charity Committee consider replacing the bulbs in the footpath bollards with LED lights. This was agreed. AF to price up and email Committee with costs.</p>	AF
14.	Urgent items and any other business – None.	
15.	<p>Items for next meeting</p> <p>a. JR query about possible floodlights for the bowling green.</p>	

16.	Dates of Next meetings: Sec to propose a date in approximately 3 months time.	Sec
	Meeting finished at : 20.00	

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

Cash Statement 19 Nov 2021

Cash at 19/06/21 **£11938.65**

Income paid into Bank since 19/06/21

VAT Refund 3687.06

NCC COVID Grant 8000.00

Swarland FC Pitch Hire 2020-2021 200.00

Nelsons Rent 300.00

Court Hire etc 738

Love Northumberland Prize 50

Nelsons Utilities 3300

Total Income since 19/06/21 £16275.06

Expenditure paid from bank since 19/06/21

Water Rates 394.61

Electricity 2227.14

Outdoor Gym Balance 2846.23

Park Refurb/Maintenance 1912.67

Total Expenditure since 19/06/21

£7380.65

Cash Balance 19/11/21 [A]

£20833.06

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Confirmed Income – not yet seen in bank

Confirmed Income [B] £0.00

Confirmed Expenditure – Cheques issued but not cashed

Park Refurb/Maintenance 562.42

NCC Grass Cutting 1399.12

Confirmed Expenditure [C] £1961.54

VAT to be claimed

NCC Grass Cutting 233.00

Outdoor Gym 475.00

Park Benches 98.00

Leaf Blower 38.00

Expected VAT Total [D] £844.00

2021-2022 Expected Estimated Costs

ALN Fire Protection (2019, 2020)	180
Park Steward 2020 - 2021	1000
Podium Website	220
Mower Fuel	50
Park Insurance	1000
Mole Catching	160
NCC License	200
ALN Fire Protection	90
Park Steward	1000

Expected Costs Total [E] £3900.00

Projected Cash Total [A]+[B]-[C]+[D]-[E] £15815.52

Cash Total split into Discretionary Funds

	Current	19/6/21	Variance
Mower Replacement Fund	0	0	
Park Contingency Fund	8000	8000	0
Project Fund	5000	5000	0
Playground Repairs	866	466	+400
General Maintenance	1482	682	+800
Cash Float	467.52	436.79	+30.73
Virtual Fund Total	<u>£15815.52</u>	<u>£14584.79</u>	

2021-2022 Maintenance Estimates

Mower Maintenance – Annual Service	250
Podium Website Hosting	220
Mower Fuel	200
NCC Grass Cutting	1250
Park/Pavilion Insurance	1000
Mole Catching	350
NCC License (Nelsons contribute a further £60)	120
Caretech Systems Fire Alarm Servicing	220
ALN Fire Protection Extinguisher Service	90
ROSPA Play Safety Inspection (increased to include Gym)	150
Park Steward General Park Maintenance	1000
Mower Replacement Fund	250
Pavilion Maintenance Allowance	500
Park Maintenance Allowance	500
Playground Repairs already identified	750
Path Weed Killing	150
Total	<u>£7000</u>
Grant Request from PC 2021 - 2022	<u>£7000</u>

Cheques Issued since Jun 21

100086	A Ferguson	NCC Grass/Park Maintenance	£1961.54
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