

**The Queen Elizabeth II Field, Exford**

**Record of Management Committee Meeting  
April 12<sup>th</sup>, 2016 at Exford Memorial Hall**

**Attendees:**

Mr Paul Jones	Exford Cricket Club
Mr Will Lock	Exford Cricket Club
Mrs Cathy Nicholls	Exmoor Community Youth Club
Mr James Winzer	Exmoor Community Youth Club
Mr John Edwards	Exmoor Croquet Club
Mrs Ines Collett	Exmoor Croquet Club
Mrs Kathryn Tucker	Exford Parish Council
Dr Brian Martin (Chairman)	Exford Parish Council

Mrs Jane Laycock	Clerk & Finance Officer, Exford Parish Council
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**1. Apologies for absence:**

None.

**2. Approval of record of last meeting:**

The last meeting was on 25<sup>th</sup> January. The record was approved.

**3. Actions arising:**

**ACTION 1: Paul and Will to keep us informed of developments re: the shipping container replacement structure/building.** No progress yet. We still need to explore matters of funding, building materials/style and location. The Cricket Club will update us as soon as they have a clear picture of what is required. The expiry of the current shipping container planning permission is October 29<sup>th</sup>, 2019, so there is still plenty of time to decide.

**ACTION 2: Brian will recommend to the PC that FIT membership is taken out for at least one year to see if it is beneficial. DONE** and membership completed. All communications from Fields in Trust will go through the Clerk to the Parish Council and she will pass anything useful on to this committee.

**ACTION 3: Paul & Will to look at solutions for a replacement door and the damp problem and the costs involved and keep us informed. DONE.** See item 7a.

**ACTION 4: Youth Club supervisors and children to be warned i) not to leave heaters on, and ii) not to move furniture close to heaters. DONE.**

**ACTION 5: Paul will investigate problems with external lights.** Paul has investigated this, but the work has yet to be carried out. It involves repairs and new low energy lighting. He will prepare a quote for the Youth Club. Labour (Paul and his brother Vince, an electrician) will not be charged for.

**ACTION 6: James to organize the car park lighting.** James reported that this will be done during the summer.

**ACTION 7: James to organize the cleaning of the patio slabs.** Still to be done.

**ACTION 8: Will, Paul & James to liaise to find suitable benches. DONE.**

Will has bought the materials and built three benches. The existing bench is in poor condition and will be scrapped. The cost will be split between the Cricket Club and the Youth Club. Brian thanked will for his initiative and good work.

**ACTION 9: Clerk to the Parish Council to negotiate the lowest electricity tariff before June.** Jane said that she cannot start to negotiate a new contract before May 31<sup>st</sup>, and that this is in her diary.

**ACTION 10: Paul to oversee any necessary weatherproofing.** See item 7a.

**ACTION 11: Re: football mud marks on the east end wall of the main pavilion – cleaning and care to be taken. James to communicate this to Youth Club supervisors.** James reported that wall has been cleaned, but that some marks are still visible. He will find a suitable matching stain for the wood to cover these.

**ACTION 12: Any marks on skirting boards to be wiped down after each YC evening. James to communicate this to Youth Club supervisors. DONE.** Although not done on every occasion – James will try to ensure this is carried out each time, as necessary.

#### **4. Year end accounts 2015-16**

Jane Laycock presented the 2015-16 accounts to the Committee. A copy was handed out at the meeting and is published online. These again showed that current system of charging is working well. The aim is for the Parish Council to oversee a non-profit and non-loss operation, helping reduce User Group costs by reclaiming VAT and sharing costs. This was achieved again this year. The balance carried over is £324.53. There was discussion on how much we should let this 'reserve' get to and it was agreed that it should be a maximum of £500. At any time, the Committee may agree to spend this reserve on maintenance. It was agreed that we should try to submit all maintenance bills through the council to save on VAT whenever possible. On behalf of the Committee, Brian thanked Jane for her continued excellent work.

#### **5. Renewal of Annual Management Agreements**

**5a. Proposal to extend the period for each User Group Management Agreement from 12 months to 5 years: change Section 1 'Term' to read "This Agreement shall commence on the date hereof and (subject as hereinafter provided) continue until a date 5 years after."**

Brian said that he had briefly mentioned this at the last meeting as a means of helping User Groups apply for external funding, in response to a communication from the Cricket Club. A longer tenure gives more security to the proper use of funds in the eyes of the grant giving body. This proposal has been approved by the Parish Council and it just remains to have a vote in the committee.

*Outcome:* Cathy reported that the Youth Club would like to retain the one year agreement. The Cricket Club and Croquet Club said they are happy to extend the agreements to five years. This was agreed in committee.

## **5b. Each User Group to approve their User Group Agreement renewal**

Brian had sent the updated Agreements to each User Group representatives ahead of this meeting. The date and the period of tenure, subject to the outcome of 5a, above, are the only differences from last year.

In response to the outcome of the proposal in item 5a, the Agreements were signed and Section 1 of the Youth Club Agreement was corrected by hand to reflect this change to one year.

**ACTION 1: Brian to get a paper copy of each of the signed Agreements to each User Group.**

## **5c. Any changes to the Appendices**

Brian asked that each User Group examine Appendix 3 (Equipment belonging to each User Group) and update with any changes/additions.

**ACTION 2: Each User Group to send Brian any changes/additions to Appendix 3.**

## **6. Update on the plan for permanent structure to replace the shipping container:**

This was addressed under the Actions Arising ACTION 1 at the beginning of this record.

## **7. Care of field and pavilions:**

### **7a: Maintenance of buildings**

*A slight leak from the apex of roof of small pavilion* needs attention. Will plans to inspect this, and anticipates that only a small repair is required.

James reported that the Youth Club plan to *redecorate the interior of the small pavilion*, but that this must wait until damp repair work has been carried out.

*Damp area around door and porch floor of small pavilion:* Will and Paul described the work they had recently carried out. They removed damp timbers and replaced where appropriate with timber and brickwork, and various damp proofing materials. The whole area should now be sound, except for the door base strip which will be tackled when the door is replaced (see below). The electrics were removed and restored as well. Brian thanked Will and Paul for the huge amount of work they put in and for the long (and late!) hours worked.

*Replacement door on small pavilion:* Will has sourced a door, wood with glass, similar to the existing door, and will fit it. At the same time he will sort out the damp problem in the door base strip. When this is done, James volunteered to repaint the door – it will need primer, undercoat and topcoat. Brian thanked Will and James for doing this.

**ACTION 3: Will, Paul and James to continue with the various maintenance issues above.**

*Non-slip surface on terrace of main pavilion:* Cathy pointed out that the chicken wire stapled to the floor of the terrace is in poor condition and may present a hazard. It has probably been there for 20 years. We discussed options of replacing this with more chicken wire or non-slip paint, etc. James is going to investigate it further.

**ACTION 4: James to investigate the condition of the chicken wire on the floor of the terrace and options for repair or replacement.**

**ACTION 5: James to organize the cleaning of the patio slabs.** Carried over from last meeting.

**7b: Electricity bill**

This was addressed under Item 3, Actions Arising.

**7c: Annual roof inspection for insurance purposes**

Local builder Dave Skinner inspected the roof for insurance purposes and wrote a letter dated January 26<sup>th</sup> stating that 'they are in good condition and should wear well for many years'.

**6f: Next fire safety check**

The next annual fire safety check is due in late April. Brian will contact A. F. S. Fire & Security Ltd.

**ACTION 6: Brian to arrange next annual fire safety check by A. F. S. Fire & Security Ltd.**

**6g: Annual weatherproofing**

There are only a few areas where some cleaning and treatment are needed, and, as discussed in Item 7a, the apex of the roof of the main pavilion needs attention to stop any ingress of water.

**ACTION 7: Paul to oversee any necessary weatherproofing.**

**8. QE II Presence on new Exford Parish Council website**

Brian had emailed all committee members yesterday informing them that last week the a new website was completed dedicated to Exford Parish Council: [exfordparishcouncil.org](http://exfordparishcouncil.org) .This is government funded and is in response to new requirements that certain documents and accounts must be available online. Part of the site is a page dedicated to the QE II Playing Field. This page has have downloadable copies of the minutes of meetings, the upcoming agenda, QE II accounts, the Constitution, etc. He asked that committee members let him know if anyone wanted anything added or changed.

**9. Third Party Bookings & User Group Events:**

Will informed us that the Cricket Club is planning a Music Evening on Saturday, June 25<sup>th</sup>. More details will be announced nearer the time.

**10. A.O.B.**

*10.1 Council rates:* Brian said that the District Council are reassessing all business rates and that he has completed and submitted forms to try to

ensure that the QE II field continues to get 100% rate relief. The submission included a letter from Councillor Steven Pugsley in support of the application.

*10.2 Loam on the field:* James reported that there were incidences in the autumn of children jumping on the pile of loam before it was spread on the pitch. In response, Paul put temporary fencing around the pile.

*10.3 Wet area in front of the pavilion:* Paul said he had put temporary fencing around a particularly wet area immediately in front of the main pavilion.

*10.4 Rubbish & Recycling:* Will raised this topic again. At the moment we rely on volunteers to take this away. Earlier in the year, when Brian pursued the possibility of getting council bins he was advised that it might adversely affect the rate free status of the grounds. Will asked whether some waste could be taken down to the village hall. Brian said he would investigate this, but he knows that there are occasions when there is already too much for the bins at the hall.

**ACTION 8: Brian to talk with the Exford Memorial Hall committee about the possibility of occasionally bringing some waste and recycling from the QE II field.**

**11. Date of next meeting:**  
To be confirmed.

*BAM 13.04.2016*