

The Queen Elizabeth II Field, Exford

**Record of Management Committee Meeting
April 18th, 2017 at Exford Memorial Hall**

Attendees:

Mr Paul Jones	Exford Cricket Club
Mr James Winzer	Exmoor Community Youth Club
Miss Maddy Harrison-Hall	Exmoor Community Youth Club
Mrs Ines Collett	Exmoor Croquet Club
Mr Dave Baldwin	Exmoor Croquet Club
Mrs Kathryn Tucker	Exford Parish Council
Dr Brian Martin (Chairman)	Exford Parish Council
Mrs Jane Laycock	Clerk & Finance Officer to Exford Parish Council

1. Apologies for absence:

Cathy Nicholls & Will Lock.

2. Approval of record of last meeting:

The last meeting was on 24th January, 2017. The record was approved.

3. Actions arising:

ACTION 1: [carried over from previous meeting] James to investigate the condition of the chicken wire acting as the non-slip surface on the veranda of the main pavilion. DONE by Paul. See Item 8.2.

ACTION 2: Paul to ensure that someone from the Cricket Club discussed these early ideas on enclosing the shipping container in a wooden structure with Tim Greenland and seeks his approval. DONE. See Item 7.

ACTION 3: Paul to ensure that someone from the Cricket Club discusses these early ideas on enclosing the shipping container in a wooden structure with the ENPA. NOT YET DONE. Brian had sent an email to Kieran Reeves at the ENPA, but has yet to receive a response.

ACTION 4: Paul to check the main door closing mechanism and make a recommendation a.s.a.p. DONE. Paul says it seems to be working okay at the moment, but it has probably lost some of its strength. He will look into the need for a replacement closing mechanism.

ACTION 5: Will and Paul to examine the area of poor drainage and make a recommendation. NOT YET DONE. This will be fully investigated in the autumn after the cricket season.

ACTION 6: Paul to check how much weatherproof painting is required this year. DONE. See Items 8.1 and 8.2.

ACTION 7: Brian to talk to Jeremy Hickman about the potholes and whether Highways can help. DONE. See Item 8.6.

ACTION 8: Brian to report back to the committee on the outcome of his request to Airband about providing a free service for the QE II pavilions. DONE. Lauren Davies of Airband responded on January 27th that they cannot

provide a free service as it is not a village hall and Exford Memorial Hall has already been allocated a free service. They are, however, willing to offer a domestic rate broadband service which would cost £30 per month. The committee discussed this and decided that the use it would get would not justify the cost. Also, with 4G now available, the need for WiFi is no longer so great.

ACTION 9: Brian to investigate what options there are for funding a new pavilion. ONGOING. Brian said that this is a long term project. He has already looked at funding from Fields in Trust, and will look at other possible sources over the next few months.

4. Year end accounts 2016-17

Jane Laycock presented the 2016-17 accounts to the Committee (attached). 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 income for the year was £1,874.35 and the expenditure was £1,684.35. When the carry forward from the previous year is added, this results in the new balance carried over being £514.53. On behalf of the Committee, Brian thanked Jane for her continued excellent work.

5. Confirmation of Committee representatives from each User Group:

The Croquet Club confirmed Ines and Dave as their committee representatives. The Cricket Club confirmed Paul and Will. The Youth Club confirmed Maddy and said that the other will be either James or Cathy, and will confirm this a.s.a.p.

6. Renewal of Annual Management agreements:

6.1 Exmoor Youth Club Annual Agreement (others run to 2021)

There were no changes to the previous annual agreement. Brian handed a signed copy of the 2017 ECYC agreement to James and Maddy.

6.2 Any changes to the Appendices for all Agreements

Brian requested that everyone let him know if there are any items to add to or remove from Appendix 3 (Equipment Belonging to Each User Group). Also, whether there are any changes to Appendix 4 (Booked Periods for User Groups). Paul said that youth cricket and training would change from Wednesdays to Thursdays - so this will be added to Appendix 4. Dave requested that the timing of the end of Croquet Club sessions should be amended from 4.30pm to 6pm.

7. Proposed future for the shipping container - update:

Brian reminded the committee that the current planning permission for the shipping container expires on November 29th, 2019. If nothing else is done, then the container should be removed by this date. At the last meeting we

discussed the possibility of leaving the container in place and enclosing it in a wooden structure, which would maintain the security, but allow a slightly larger footprint would allow a little more storage room.

At the last meeting all agreed that it could remain in the current location s it has caused no problems. The cost is estimated at £5,000, and ideally this would be split equally between the Cricket Club and the Parish Council. It would become a parish council asset.

As also discussed at the last meeting, the container could be left as it is (subject to planning approval), as it is painted green and seems to blend in well. Paul said that he would check whether this is an option that the ENPA would allow. He added that it might still be better to enclose it as it would add a little more storage space. Both Brian and Paul will talk with the ENPA about the options.

Cricket Club representatives have talked with Tim Greenland about these ideas, as Tim owns the immediately adjacent land. Brian also spoke with Tim and he said that he was supportive, but would want to minimise the impact of a larger footprint of the new building affecting the light to his own building.

ACTION 1: Brian & Paul to talk with the ENPA about the options for the future of the shipping container beyond the current planning permission period.

8. Care of field and pavilions:

8.1 Clean up day on March 4/5th - report:

Maddy reported that the Youth Club clean up day went well. The small pavilion was painted internally with emulsion and gloss, and was cleaned. The large pavilion had a deep clean of the main room, toilets, kitchen and storage rooms. Walls were washed and cutlery cleaned. The external wood on the east end of the main pavilion was treated, and the paving slabs were pressure washed. Brian thanked everyone involved for their efforts.

8.2 Cricket Force maintenance day - April 2nd:

Paul informed us that the Cricket Club did repair work on the roof apex, cleaning and replacing nails and spats where necessary and using expanding foam to make it weather tight. Gutters were cleaned, and leaves and debris were removed from behind the pavilions. The west end of the main pavilion was painted, and the front of the small pavilion. The chicken wire on the floor of the veranda on the front of the main pavilion was removed, as its condition had been a topic of some concern in previous meetings. This work extended into a couple of evenings of the following week. Paul said that we could either leave the veranda as it is now, or he could buy a roll of galvanised square mesh and put that down as a non-slip option. a roll of 30m is about £55. After a discussion it was decided that James and Paul would look at the various options and report back a.s.a.p. Brian thanked everyone involved for their efforts.

ACTION 2: James and Paul to discuss options to give a non-slip surface on the veranda of the main pavilion, and report to the committee members a.s.a.p.

8.3 Roof Inspection for insurance purposes

Our buildings insurance requires that a builder inspects and approves the condition of the roof each year. This was again done by local builder Dave Skinner, and we have a letter of approval dated February 1st, 2017.

8.4 Next fire safety check

Brian reported that the next fire safety check on the pavilions is due by May 4th. He will arrange this.

ACTION 3: Brian to arrange next fire safety check before May 4th by contacting AFS Fire & Security Ltd.

8.5 Annual weatherproofing

This was covered in Items 8.1 and 8.2.

8.6 Pot holes

Brian reported on the matter of the repair of potholes on the edge of the main road at the beginning of the lane leading to the QE II grounds. He had informed Jeremy Hickman at the January Parish Council meeting, and Jeremy was going to talk with Highways about this. He is awaiting a response, but the feeling is we will need to determine who owns the lane between the gate and the main road.

ACTION 4: Brian to chase up the ownership of the area where the potholes are and investigate how we can get them filled.

9. Third Party Bookings & User Group Events:

Kathryn said that the main pavilion was booked on Thursday, May 4th for the visit of the Archdeacon.

Dave commented that the National Croquet Day was to take place on the weekend of 3rd/4th June, to encourage participation in croquet. One of these days will be selected, subject to not clashing with the Cricket Club calendar.

10. A.O.B.

Maddy informed us that one of the toilet seats needed replacing.

ACTION 5: Paul volunteered to buy replacement toilet seats and fit them.

Maddy also suggested that all the User Groups get together for a clean up of the pavilions and grounds at the end of the cricket season - sometime in the autumn. This was unanimously agreed.

11. Date of next meeting:
To be confirmed.

BAM 18.04.2017