

The Queen Elizabeth II Field, Exford

Record of Management Committee Meeting & AGM May 6th, 2019 at Exford Memorial Hall

Attendees:

Mr Paul Jones	Exford Cricket Club
Mr Will Lock	Exford Cricket Club
Lady Jenny Acland	Exmoor Community Youth Club
Miss Maddy Harrison-Hall	Exmoor Community Youth Club
Mr Dave Baldwin	Exmoor Croquet Club
Mrs Ines Collett	Exmoor Croquet Club
Dr Brian Martin (Chairman)	Exford Parish Council
Mrs Jane Laycock	Clerk & Finance Officer to Exford Parish Council

Sitting in: Sir Antony Acland

1. Apologies for absence:

Mrs Kathryn Tucker	Exford Parish Council
Mrs Cathy Nicholls	Exmoor Community Youth Club

Cathy is replaced this evening by Maddy, as a representative of the Youth Club.

2. Approval of record of last meeting:

The last meeting was on 21st January, 2019. The record was approved.

3. Actions arising:

ACTION 1: Paul & Will to proceed with purchase of building materials and get invoices to the Clerk of the Parish Council in time for them to be paid before the end of March. They must also ensure that they comply with the planning application in all respects. This has been **DONE** and is discussed in Item 7.

ACTION 2: Brian to try to find Paul's invoice for the wire mesh, or, alternatively, Paul to see if he can find a copy. Brian to ensure that Paul gets recompensed. DONE. Brian found the receipt from Paul and sent it to the Clerk to be paid.

ACTION 3: Paul to prompt the Cricket Club Treasurer to invoice the Youth Club for unbilled ground maintenance work, as per the QE II Management Agreement, Appendix 2. Not done yet. Paul is going to contact James Winzer to sort this out.

4. Year-end accounts 2018-19:

Jane Laycock presented the 2018-19 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 Parish Council continues to oversee a non-profit and non-loss operation, helping reduce User Group costs by reclaiming VAT and sharing costs. The income for the year

was £1,379.92 and the expenditure was £1,221.89. When the carry forward from the previous year is added, this results in the new balance carried over being £664.04 + £170 for the Croquet Club annual fee. Paul and Jane said that £107 for new heaters should also be on this account. On behalf of the Committee, Brian thanked Jane for her continued excellent work.

Paul commented that we still need to replace two windows in the small pavilion. As he has not been able to find two second hand windows of the right size, he recommended that we use the balance in the account to purchase new windows. Everyone was in agreement that this was an important job to get done to help preserve the life of the small pavilion.

ACTION 1: Paul to investigate prices for 2 new windows for the small pavilion.

5. Confirmation of committee representatives from each User Group

Brian asked each of the User Group representatives to confirm that they are continuing. Paul and Will are staying as for the Cricket Club. Dave and Ines continue for the Croquet Club. Jenny and Cathy will be the representatives of the Youth Club (although Maddy is standing in for Cathy today).

6. Renewal of Management Agreements:

The Cricket Club and Croquet Club agreements run over a five year period ending in April 2021. The Youth Club agreement is renewed annually.

6.1 Exmoor Youth Club Annual Agreement

There were no changes to the previous annual agreement. Brian handed a signed copy of the 2019 ECYC agreement to Jenny & 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).

ACTION 2: Brian handed a copy of Appendix 3 to each User Group so that they can respond with any changes to the list of equipment that belongs to them on site. They need to inform Brian of any amendments a.s.a.p.

7. Proposed future for the shipping container - update:

Brian reminded everyone that the planning permission for the shipping container to remain in place expires on October 29th, this year. However, we now have a further planning application, approved on January 14th, for the container to stay on the field, be moved slightly and be enclosed in a wood structure with a metal roof, included an extension on one side for additional storage.

Brian asked Paul and Will to seek tenders for the work on enclosing the shipping container, meeting the criteria set out in the planning approval. Ideally, we wanted this to be invoiced and paid for before the end of the PC financial year (end March). There were delays in getting a suitably affordable quote. A last-minute quote was received from Pete Henson of Exmoor Welding for £4,400+VAT, plus labour, which would be minimized by help from volunteers. Labour costs will be paid by the Cricket Club, after the Parish Council has processed the invoice to save the VAT. Brian recommended to the Parish Council meeting on March 26th, that the Council approve this quote from Exmoor Welding. It was approved unanimously. Brian wished to record thanks from the QE II Management Committee for this generous offer which is half the cost of the other written quote received.

Paul arranged for the shipping container to be moved slightly in accordance with the planning specifications, and for the ground to be prepared. Paul said that Howard Gibbons kindly moved the container temporarily to one side whilst the ground is being prepared. He will ask Howard to move it into its final position as soon as we are ready.

The ENPA Planning Officer Kieran Reeves approved the cladding (wood) and roofing (small round profile corrugated metal painted matt black) samples by email on May 3rd.

We are hopeful that Exmoor Welding will erect the structure in the coming weeks.

8. Council Rates:

Brian reported that the Non-Domestic Rates bill for 2019/20 has been received and is £53.42 after all reliefs have been applied. This is as low as we can hope to get, and so is good news.

9. Care of Field and Pavilions:

9.1 Annual Roof Inspection for Insurance Purposes:

Our buildings insurance requires that a builder inspects and approves the condition of the roof each year. Brian has requested that this is again done by local builder Dave Skinner.

9.2 Next fire safety check:

Last year's fire extinguisher annual check was carried out on May 14th, 2018 by AFS Fire & Security Limited. Brian will arrange for this year's inspection.

ACTION 3: Brian to arrange next fire safety check.

9.3 Portable Appliance Testing:

Last year's annual PAT testing for insurance purposes was carried out on May 9th, 2018 by Hobbs Electrical. Brian will arrange for this year's inspection.

ACTION 4: Brian to arrange next Portable Appliance Testing inspection.

Dave requested that he is notified of the date of the inspection so that he can get the Croquet Clubs two kettles out of a locked cupboard so that they can be PAT tested.

ACTION 5: Brian to contact Dave with the date of the next Portable Appliance Testing inspection.

Maddy added that the smoke detector in the small pavilion is beeping. This may mean that the battery needs replacing.

ACTION 6: Paul to check the smoke detector in the small pavilion.

9.4 Annual weatherproofing etc.:

Paul and Will said that there is no need for weatherproofing this year. Paul added that Will had laid the hedge adjacent to the churchyard. We all thanked Will for an excellent job. Maddy commented that there are still some sections of the recently felled beech tree to be removed. This is in hand.

10. Third Party Bookings & User Group Events:

10.1 The ENPA/Somerset Council FUN Project (Families United through Nature), co-ordinated by Lucy McQuillan, have requested that they use the main pavilion on Thursday, May 30th between 9am and approx. 12.30pm. Brian confirmed that this does not clash with any User Group activities. He reassured everyone that he had informed Lucy that children must stay off the cricket square and the croquet area.

11. A.O.B.

11.1 Maddy reported that over the Easter period the main pavilion had been cleaned and tidied. Brian thanked her and her helpers on behalf of the committee.

11.2 Maddy also said that Malcolm Wild thinks that the lighting around the entrance gate and the main pavilion needs improving for the safety of the children. Brian commented that we had tried to address this a year or so ago by making some improvements. Maddy added that there were still some concerns and maybe so portable lighting is the solution. This will be addressed by the Youth Club.

11.3 Paul said that his son Kieran had reported back to him that when he went into the small pavilion recently on a Friday it was very warm. Paul concluded that a heater had been left on, probably all week since the last Youth Club meeting. Maddy and Jenny noted this and said that it would be reported back to the Youth Club supervisors. Brian commented that we could have timer switches on the heaters so that they cannot be left on accidentally.

Action 7: Maddy to make Youth Club supervisors aware to check that heaters are turned off.

11.4 Cathy had asked Maddy to raise the matter once more of the potholes where the entrance lane meets the main road. Will said that he had use some excess aggregate to fill some of the holes. Brian said that the John Atkins might have some excess aggregate to fill these holes. Paul & Will said that if Johnny doesn't have any, then they could order some additional aggregate when they put in the order for the what is needed beside the shipping container.

Action 8: Brian to check with John Atkins about filling the potholes. If this is not possible he will let Paul & Will know so that they can order some.

12. Date of next meeting:

To be confirmed. Most likely late January 2020.

BAM 6.05.2019