

The Queen Elizabeth II Field, Exford

Record of Management Committee Meeting January 23rd, 2020 at Exford Memorial Hall

Attendees:

Mr Paul Jones	Exford Cricket Club
Mr Will Lock	Exford Cricket Club
Miss Maddy Harrison-Hall	Exmoor Community Youth Club
Mr Dave Baldwin	Exmoor Croquet Club
Mrs Ines Collett	Exmoor Croquet Club
Mrs Kathryn Tucker (Vice Chair)	Exford Parish Council
Dr Brian Martin (Chairman)	Exford Parish Council

1. Apologies for absence:

Lady Jenny Acland	Exmoor Community Youth Club
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 6th May, 2019. The record was approved.

3. Actions arising:

ACTION 1: Paul to investigate prices for 2 new windows for the small pavilion. **No progress on this yet. Paul will wait until there is drier weather and then make a decision on replacement windows.**

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. **DONE.**

ACTION 3: Brian to arrange next fire safety check. **DONE. This was carried out by AFS Fire & Safety on May 8th, 2019.**

ACTION 4: Brian to arrange next Portable Appliance Testing inspection. **DONE. This was carried out by Hobbs Electrical on May 9th, 2019.**

ACTION 5: Brian to contact Dave prior to the above Portable Appliance Testing inspection. **DONE.**

4. Status of Enclosure of the Shipping Container:

Pete Henson of Exmoor Welding completed most of the enclosing structure for the shipping container in September. He fitted the doors in November. Paul commented that there is a slight problem with the closure of the doors, and he will talk to Pete Henson to get that resolved. There is also a gap, but he can easily deal with that. He will also check whether there is an outstanding payment due for the labour component of the work, although Brian said that Pete Henson seemed to be happy that he was contributing to a

community project and therefore may not pursue labour costs. Brian again expressed thanks on behalf of the committee to Pete Henson for everything he's done for this project.

ACTION1: Paul to contact Pete Henson of Exmoor Welding, if required, to address the closure of the doors and any outstanding payment.

5. Care of Field and Pavilions:

5.1 Maintenance of Buildings

Paul said they will wait until May, hopefully in drier weather, to carry out external maintenance. Maddy added that the Youth Club plan to have a weekend of work in April (just after Easter?) on cleaning and painting. They also planned to repair the windows on the small pavilion, although she is now aware that Paul plans to replace these.

5.2 Annual Buildings Insurance:

Brian said that he would normally have received the renewal quote by now from T. H. March brokers, but has not so far. It may have gone directly to the Clerk to the Parish Council. He will chase this up.

ACTION 2: Brian to chase up the insurance renewal via the Clerk.

5.3 Annual Roof Inspection for Insurance Purposes:

This has normally been done by Dave Skinner. Brian will contact him, but he might not be well enough to do this now, although hopefully his son, Pete, will be able to.

ACTION 3: Brian to contact the Skinners about the annual roof inspection for insurance purposes.

5.4 Weatherproofing:

See 5.1 above.

5.5 Five Year Electrical Safety Installation Condition Report:

Brian reported that this was carried out on May 13th, 2019 by Hobbs Electrical.

6. Third Party Bookings & User Group Events:

6.1 The ENPA/Somerset Council FUN Project (Families United through Nature), co-ordinated by Lucy McQuillan, have requested that they use the main pavilion on Wednesday, February 19th between 9.30am and approx. 12.30pm, and again on Wednesday, April 8th from 10am until 2pm. Brian confirmed that this does not clash with any User Group activities.

6.2 The Youth Club will have a 10 years celebration on Saturday, May 16th at the QE II pavilions.

7. A.O.B.

7.1 Maddy reported that the front door of the main pavilion has a problem with the auto closing mechanism.

ACTION 4: Paul to investigate the problem with the closing mechanism on the door of the main pavilion.

8. Date of next meeting:

To be confirmed. Will be a combined meeting/AGM in late April 2020.

BAM 24.01.2020