**The Queen Elizabeth II Field, Exford**

**Record of Management Committee Meeting & AGM**

**Monday 3rd August 2020 via ZOOM**

**Attendees**

Mr Paul Jones Exford Cricket Club

Mr Will Lock Exford Cricket Club

Miss Maddy Harrison-Hall Exmoor Community Youth Club

Mr Malcom Wild Exmoor Community Youth Club

Mrs Ines Collett Exmoor Croquet Club

Mrs Connie Haywood Exmoor Croquet Club

Mr Simon Brown (Chairman) Exford Parish Council

1. **Apologies for Absence**

Nic Kemp Exford Parish Council

Kathryn Tucker Exford Parish Council

Connie Heywood sitting in on behalf of Dave Baldwin

SB opened meeting expressing thanks to Brian Martin the outgoing Chairman, and wishing him well for the future.

1. **Approval of record of last meeting**

Last meeting was 23rd Jan 2020. The record was approved

1. **Actions arising**
   1. Paul to contact Pete Henson of Exmoor Welding, if required, to address the closure of shipping container enclosure doors and any outstanding payments.

**Doors have been fixed. Payments dealt with by cricket club.**

* 1. Brian to chase up insurance renewal via the clerk

**SB confirmed this has been paid in 27th Jan 2020 £660.09**

* 1. Brian to contact the Skinners about annual roof inspection for insurance purposes.

**WL questioned if this has to be done every year, SB to check if insurance requires an annual check**

* 1. Paul to investigate the closing mechanism on the door to the main pavilion

**Done**

1. **Year-end accounts 2019 -2020**

Year end accounts were distributed to committee members via email prior to meeting.

Electrical work was identified as a significant cost, SB suggested we approach Exe Electricals to quote for next job as well as Hobbs (who currently do work) Robin from Exe electricals has children at the Youth club and is an active member (as well as being an efficient and cost effective electrician)

Invoices need to be raised for outstanding amounts

1. **Confirmation of Committee representatives from each user group**

Youth Club outgoing Lady Jenny Acland and Mrs Cathy Nichols – Incoming Malcom and Maddy

Cricket club remains the same with Paul and Will

Croquet club remains the same with Ines and Dave

Parish Council Kathryn remains and SB has replaced Brian Martin

1. **Renewal of Management agreements**

Cricket club and Croquet club agreements ending April 2021

Youth club suggested they change to a 5 year agreement which mirrors other user groups.

**ACTION – SB to look into changing agreement to 5 years.**

1. **Care of Field and Pavilions**
   1. Annual roof inspection for insurance purposes

**ACTION - SB to confirm if required**

* 1. Fire Safety check

**ACTION - Paul to arrange**

* 1. Portable Appliance check

**ACTION -Paul to arrange**

* 1. Annual weatherproofing

**Youth Club did this earlier in the year. WL expressed thanks to YC for doing a great job.**

Replacement of windows for small pavilion

**SB expressed thanks to Laura Tasker who sourced 2 glazing units free of charge and Bernard Webber who will be fitting them**

1. **Covid-19 Grant**

After a lot of hard work and perseverance from Nic Kemp our Parish Council Clerk and the intervention of Steven Pugsley we have secured the £10,000.00 grant, SB expressed a big thanks to both Nic and Steven.

As user groups have been unable to raise funds during the pandemic it has been suggested that fees are waived from 16th March 2020 (LOCKDOWN) for 1 year - The grant pays for insurance, electric, water, rates, PAT test and fire equipment checks

User groups welcomed this support.

Youth Club suggested they continue to pay the electrics.

There is currently nothing that requires immediate expenditure, so the remaining amount to be left.

1. **Opening of QEII Bank Account.**

User groups expressed that a separate account is not a priority.

* Invoice details to be provided to Clerk

**Youth Club and Cricket Club have already provided details to the Clerk**

**Croquet club – please call Ines Collet on 01643 831016 and she will provide details.**

1. **Proposed £200 Float to be held by Paul Jones in his capacity as caretaker.**

Paul requires clarification that invoices that are not billed to QE11 are acceptable (IE if he orders something that is billed to himself)

**ACTION** - SB to establish from Clerk that this is acceptable.

**ACTION** – SB to ensure £200 float to Paul

1. **Third party bookings and user group events**

No events booked reflecting pandemic

1. **AOB**

Maddy Harrison-Hall highlighted that QE11 Field has an out of date entry on the Charity Commission Website Charity No 201550

**ACTION** SB to ensure this is either updated or closed if no longer applicable.

The committee asked for confirmation if The Parish Council will continue to reduce User group costs by reclaiming VAT and sharing costs.

**ACTION** – SB to confirm with Clerk.