

The Queen Elizabeth II Field, Exford

Record of Management Committee Meeting & AGM April 24th, 2018 at Exford Memorial Hall

Attendees:

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

1. Apologies for absence:

Mrs Kathryn Tucker	Exford Parish Council
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2. Approval of record of last meeting:

The last meeting was on 22nd January, 2018. The record was approved.

3. Actions arising:

No actions arising from last meeting.

4. Year-end accounts 2017-18:

Jane Laycock presented the 2017-18 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 £1,508.56 and the expenditure was £1,347.06. When the carry forward from the previous year is added, this results in the new balance carried over being £526.03. On behalf of the Committee, Brian thanked Jane for her continued excellent work.

Brian commented that when the £150 from the Croquet Club is added to the balance it takes us a reasonable amount over the £500 maximum we are trying to keep to. So, anyone who has expenditures for maintenance materials etc that they haven't claimed, or ideas for spend, please submit them to the Clerk.

5. Confirmation of committee representatives from each User Group

James Winzer informed us that he is standing down from the Youth Club and the QE II committee. Brian thanked James for his excellent, positive and cooperative contribution to the committee. His replacement has yet to be decided.

Other representatives of User Groups and the Parish Council remain unchanged.

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 2018 ECYC agreement to 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 1: Brian to email committee members a copy of Appendices 3 & 4 so that they can respond with any changes.

7. Proposed future for the shipping container - update:

Whilst the planning permission for the shipping container expires on November 29th, 2019, explained Brian, if we do nothing, then the container should be removed by this date. We have previously agreed that the preferred option is to leave the container in place and enclose it in a wooden structure, which would maintain the security, but allow a slightly larger footprint for more storage room. A design by Paul, Will and Brian for this wooden structure was agreed at the last QE II committee meeting on January 22nd. It was then agreed that Brian would take this design to the next Parish Council meeting.

Brian said that he presented the design at the Parish Council meeting on January 23rd. He told them it is wider than the container to enable additional storage room. It comprises wood cladding with a black monochrome roof and two sets of double wood doors. Brian said that he sought the support from the Council to go ahead and produce a planning application. This was agreed unanimously by the Parish Council. Brian added that, before this is done, he will also seek support from Tim Greenland, who owns the adjacent land.

ACTION 2: Brian to talk with Tim Greenland about the latest plans for the shipping container.

8. Council Rates:

Brian reported in January that we have already sought and received the maximum allowable reduction in business rates for the QE II pavilions. However, since then a letter has been received from the Valuation Office about a reassessment of the rateable value. This had been sent to Michael Johnson, who was the named person on their records, as they still had the Youth Club as the responsible body. Brian wrote a response on April 3rd, pointing out that the Parish Council is now responsible and that the Clerk should be the main contact. He also explained that no one pays rent for the property, which was a question they had asked. He received a phone call from the Valuation Office on April 6th advising Brian to go online and change the necessary details, which he did. He was told that this should be the end of the matter as no rent is charged.

9. Care of Field and Pavilions:

9.1 Faulty kitchen heater:

Maddy had reported that the heater in the kitchen was faulty. Paul said that he has now fixed this by dismantling, cleaning, resetting the switch and remounting it. Brian thanked him for this.

Paul also recommended that as there have been problems with the wall mounted heaters in the main pavilion, we should consider replacing these. Similar fan-assisted wall-mounted heaters are available for about £30 each. There was unanimous support for buying 4 more heaters.

ACTION 3: Paul to purchase 4 wall-mounted heaters and install them.

9.2 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.

9.3 Next fire safety check:

This was carried out by A.F.S. Fire & Security Limited last year on May 2nd. Brian will arrange for this year's inspection.

ACTION 4: Brian to arrange next fire safety check.

9.4 Portable Appliance Testing:

This was carried out on May 5th last year by Hobbs Electrical Contractors Limited. Brian will arrange for this year's inspection.

ACTION 5: Brian to arrange next Portable Appliance Testing inspection.

9.5 Annual weatherproofing:

Paul and Will said that there are a couple of areas which could do with some treatment. Also, when there is a dry spell, the benches need treatment. A comment was also made that windows in the old pavilion are in poor condition. Maddy said that she is having her windows replaced in May, and they are welcome to have any of those if suitable.

ACTION 6: Paul & Will to arrange for weatherproofing as necessary, and seek volunteers to help is required.

Paul pointed out that there are two empty paint tubs and a broken roller outside the main pavilion. These are left over from painting that the Youth Club carried out. There is also a broken basketball pole and hoop behind the old pavilion. In addition, Will pointed out that there are now three sofas in the main pavilion. James and Maddy said that one of these will be removed.

ACTION 7: Maddy and James to arrange for these items to be removed.

9.6 Mower:

As mentioned in the previous meeting, Paul said that the gang mower is old and in need of constant attention. The preferred solution is to buy a sit on mower. This would cost about £8,550 to £9,000 incl. VAT – and

about £2,000 more to get a wider version. At the last meeting, the Youth Club representatives on this committee said that they thought the Youth Club would help in the purchase, as they are major users of the green area. Maddy and James said that they would now make a formal request to the Youth Club trustees for some funding towards a new mower. Brian asked Paul and Will how much the Cricket Club can contribute towards the cost. The said that they don't know at the moment – bearing in mind that some funds need to be put aside for the enclosure of the shipping container. It was requested that the purchase goes through the Parish Council so that the VAT can be saved, and in addition, Brian said that he would ask the Parish Council if they could make a contribution to the cost of a new mower.

ACTION 8: Maddy and James to make a request to the Youth Club trustees for some funding towards the cost of a new mower.

ACTION 9: Brian to request that the Parish Council make a contribution towards the purchase of a new mower.

10. Third Party Bookings & User Group Events:

10.1 Dave reported that the Croquet Club plans to hold an additional evening session on one Tuesday per month from May to August to try to gain some new members. The dates are not yet confirmed. Brian said that anything that gets more involvement in activities across the age groups is beneficial to the community.

10.2 Saturday, June 30th: The ordination of Nicola Butt and Anne Gibbs by the Bishop of Taunton. The main event is in the Church, with the main pavilion being used for part of the proceedings.

10.3 The Cricket Club is trying to arrange a music night fundraiser. To be confirmed.

11. A.O.B.

11.1 Maddy once more raised the matter of the pot holes at the entrance to the access lane, beside the main road. After some discussion, it was decided that we must deal with it ourselves.

ACTION 10: Brian to contact Johnny Atkins to see if he has some aggregate to fill the potholes.

11.2 Will said that the kitchen walls are showing some damp/mould after the long wet spell. We might be able to clean it off. Maddy suggested that we should address this before the visit of the Bishop of Taunton on June 30th.

ACTION 11: Maddy to organize the cleaning of the kitchen walls.

12. Date of next meeting:
To be confirmed.