

King George's Field, Lower Heyford

Committee of Management Meeting

Date: 28 September 2021
Time: 19:30 hours
Where: King George's Field Community and Sports Centre, Lower Heyford
Present: Anthony Alder (AA) - HAFC, Ric Fowles (RF) – LHPC pp Village Hall Fund , Lynn Humberstone (LH) – WI, Cheryl Pike (CP) – LHSSC, Bruce Eggeling (BE) – LHPC, Barry Varney (BV) – Events, Tom Corrie (TC) – LHPCC, Atlanta Kyte (AK) - Independent

Minutes

1. BE advised the meeting that in the absence of both the Chair and Deputy Chair, he had offered to chair the meeting. BE was affirmed by the meeting as Chair;
2. It was noted that apologies for absence had been received from : Aimee Bronock (AB) - Independent, Hugh Spencer (HS) – Independent, Phil Chesser (PC) – Independent, Donna Husband (DH) - Independent;
3. The following declarations of potential conflicts of interest were noted and it was agreed that any others would be raised and noted as any relevant matters arise:
 - Lower Heyford Parish Council, Chair and Councillor : RF, - Deputy Chair and Councillor: BE
 - Heyford Athletic Football Club - Officers: AA and CP
 - King George's Field – Trustees: BV and BE
 - Lower Heyford Sports and Social Club - Officers: BV, CP, AA, Members – All
 - Lower Heyford Events Committee – Officer: BV
 - Heyford WI – Chair : LH
 - Lower Heyford Parochial Church Council – Member: TC
 - Valley News – Treasurer : BE
4. The meeting approved the minutes of the last meeting held on 8 June 2021 and BE was authorised to sign them;
5. Matters arising from last meeting
 - a. BE advised that the authority to undertake the tree works had been received. It was agreed to leave the work until post leaf fall and that BV/ BE / AA would remove the lower branches. **Action BV/ BE / AA. BE to advise the tree surgeon;**
 - b. RF advised the meeting that the MoU with LHEC had been agreed subject to a few minor amendments. RF and PC were authorised by the meeting to make these adjustments and finalise the MoU for signature by all parties **Action: RF and PC to finalise;**
 - c. It was noted that there was evidence that it may be beneficial to all parties to investigate, where possible (HAFC have no options regarding player cover), all insurance to be put through one policy with the interests of all parties being recognised. **Action: CP to prepare summary of covers required by LHSSC/HAFC/KGF/LHPC/LHEC to permit investigation with various brokers to avoid overlaps and omissions and to minimise insurance costs for all parties;**
 - d. CP advised that this had yet to be finalised **Action: CP to liaise with Cathy Fleet to agree.**
 - e. New Gates from Freehold Street: BE reported that due to an error by the powder coaters the gates had been painted the wrong colour. He advised that they were being stripped, re-galvanised and re-coated and would be with us as soon as possible. **BE to advise when gates were to be fitted and advise Ian Corkin of the cause of the delay;**
 - f. Risk assessment actions progress:
 - i. Bar staff register and Training progress: BV reported now complete.
 - ii. Progress report regarding tractor and gang mower regulations. It was not felt that much could/should be done and that larger local authorities did not have warning signs. It was agreed that the insurance should be checked to see if Employers

liability would cover KGF and the trustees in the event of an accident **Action : CP to check insurance documents;**

- g. Keys register BE reported that it had been prepared and was up to date. The meeting noted that a set had been provided to the goal academy hirer and he had left the inner door to the main hall open. It was also noted that the Brewery had a key to the outside door. **Actions: BE to speak with AB to establish who has been given what keys and to request that the goal academy hirer be very careful about locking up. BE to obtain further sets of keys as required and update the register accordingly;**
6. The meeting considered up-to-date management accounts that had been circulated and CP advised that the figures were a reasonable projection of year end (30 September). CP also advised that Diana Boxall had agreed to undertake the review prior to the meeting to approve, (26 October 2021). The meeting was pleased to note that despite the pandemic KGF remained viable with only a £1,100 loss forecast for the year which was excellent under the circumstances. Thanks were given to CP for her excellent handling of all accounting and reporting matters. **Action: CP to finalise and get the accounts to Diana Boxall as soon as possible after year end. BE to draft narrative for the report;**
7. The meeting considered the minutes of the Operations committee meeting held on 12 September 2021. After discussion it was agreed that the Ops meetings should continue with CP as Chair. It was also agreed to consider repainting the interior of KGF CSC in slightly warmer tones. **Action: AA and AK to present colour alternatives to the meeting on 26 October 2021;**
8. The meeting considered a suggestion from the Ops Committee that the original 'sports and social' sign be replaced on the building. After debate it was decided that it was important to have both names and that a new sign should be procured bearing the title:

King George's Field Community and Sports Centre
home of
Lower Heyford Sports and Social Club

Action: AA to seek quote for such a sign to be in keeping with the new build

9. BE advised that the matter of the new SSE substation was with lawyers. It was agreed that it would be necessary to liaise with SSE as to timing of works dependent on when legals were completed. **Action : BE;**
10. The meeting noted with regret that little progress had been made on marketing plans for 2021/22. BV advised that if another committee was to be set up looking at function options other than the Fireworks and May Day fete the LHEC would have no objections. **Action: all to develop thinking and plans for new attractions designed to appeal to a broader spectrum of residents and non-residents;**
11. BE noted that according to AB the handover of the booking system had gone well although there were some teething troubles to be sorted out. AB was asked to liaise with David Gregory so that he knew what the lettings situation was at all times. It was noted that DH would no doubt advise but that the process had generally gone well. **Action: AB to liaise with David Gregory and raise any issues as appropriate;**
12. Under any other business the following matters were raised:
- New dishwasher for the bar in the KGF CSC: the meeting approved the purchase of a dishwasher for the bar by the LHSSC: **Action: LHSSC;**
 - It was hoped that as many as could attend the maintenance w/e over 9/10 October would do so. It was suggested that this was advertised on the Facebook page and in the noticeboards **Action : All;**
 - It was suggested that as part of the weekend the old fencing netting near the basketball hoop was to be removed;
 - BE noted that he would be seeking nominations by the appointing bodies to KGF CoM in the run up to the AGM. **Action : BE**

13. The dates of the next meetings were confirmed as: **CoM on 26 October 2021** and **KGF AGM on 29 November 2021**.

14. The meeting was closed at 21:10

Approved by meeting of KGF CoM on 26 October 2021

Signed by

Phil Chessier