

King George's Field, Lower Heyford

Committee of Management

Date: 16 April 2019
Time: 19:15 hours
Where: King George's Field Community and Sports Centre
Present: Anthony Alder (AA) - Heyford Athletic Football Club, Brian Draper (BD) - Independent, Bruce Eggeling (BE) – Lower Heyford Parish Council, Liz Goodwin (LG) – Independent – Chair, Atlanta Kyte (AK) – Village Hall Fund, Chris Daly (CD) – PCC, Lynn Humberstone (LH) – WI, Cheryl Pike (CP) – Lower Heyford Sports and Social Club, Alex Pook (AP) – Independent.

Minutes

1. **Apologies for absence** – The meeting started by noting receipt of an undated letter from Terry Hawkins stating that he was resigning from the CoM with immediate effect. The action of TH in resigning was all the more perplexing as at the prior meeting the Events Committee had been admitted to the CoM with the ability to nominate a member directly and yet TH had now intimated that the Events Committee did not wish to nominate a member of the CoM. LG was asked to write to acknowledge and question the future intent of the Events Committee.
2. **Declaration of conflicts of interest**

The following standing conflicts are noted and any others noted as any relevant matters arise:

 - a. Lower Heyford Parish Council - Parish councillor: BE
 - b. Lower Heyford Relief in Need Charity - Trustee: EG
 - c. Heyford Athletic Football Club - Officers: AA and CP
 - d. Lower Heyford Sports and Social Club - Officers: CP, AA, Members -All
 - e. Heyford WI – LH
 - f. Lower Heyford Parochial Church Council – Chair: CD
3. **Approval of minutes of the last meeting** – The minutes of the meeting held on 5 March 2019 were approved and signed by the Chair.
4. **Discuss any action regarding appointment of replacement independent member of CoM** – the meeting noted that it had one vacancy but decided to take no action pending resolution of the Events Committee.
5. **Reports from the sub committees**
 - a. **Finance** – CP reported that finances now appeared to be balanced and income from lettings and bar takings were increasing.
 - b. **Construction – AK/AA** – the meeting noted that the final preparations for the opening on 4/5 May were now largely complete. The meeting gave a vote of thanks to Barry Varney for his unstinting work.
6. **Operations Committee: rationale, composition and terms of reference** – the meeting considered a paper that had been circulated and agreed to implement an Operations sub-committee in line with the paper immediately. **The agreed document is attached at Appendix A**

7. **Booking process update** – BE reported that the system seemed to be working well and all agreed. It was noted that another person was required to provide support to DH going ahead: all to address. BD requested an up to date price list and booking process document: **BE to provide.**
8. **Facility cleaning discussion** – the meeting noted that the system for cleaning the Community and Sports Centre was working well and again expressed its gratitude to David Gregory.
9. **Fencing ~ Canals Trust update** – EG updated the meeting that she had written again to Canals and Rivers Trust but no reply to date. She also reported that she had written to the Water Board regarding the damage to the parking area. As yet no reply.
10. **Notice Boards costings** – AA noted that the cost was for 1220mm * 750mm: £550 in Oak, and £450 in Iroko plus £58 for any posts. All plus VAT and any fitting costs. **BAE and EG to seek inputs from LHRNC and LHPC.**
11. **Date of next meeting** : was noted as 28 May 2019 at 19:15 hrs

Signed as a true and correct record:

Alex Pook

Alex Pook, Chair

Date: 15 September 2019

Appendix A

Operations Committee of the KGF CoM

Composition and terms of reference

Background

During a period of greater stability it is necessary to look at and define more clearly the roles of the CoM which are established by the lease of the Field.

Starting after the next AGM (November / December 2019) it is therefore considered desirable to reduce meeting frequency of the CoM to once every 3 months with a sub-committee dealing with matters at an operational level.

This sub-committee will meet 2 monthly and be chaired by the Chair or Vice Chair of the CoM and report, in writing, to the CoM at each of its meetings.

It is important to note that the CoM still retains overall responsibility for the facilities and for taking decisions of policy, setting principles and approving significant or one-off expenditure. The operations committee would have to refer decisions which are outside its terms of reference back to the KGF CoM.

Role of the group

- To ensure smooth day to day running of the KGF Community and Sports Centre and the surrounding fields through 2 monthly meetings

Terms of reference

- To coordinate between the various parties involved in using and running aspects of the operation of the facility and field to ensure smooth operation, including:
 - Routine maintenance of the field
 - Maintenance and cleaning of the building
 - Coordination over village events (as opposed to private bookings)
 - Bar management, including ensuring an appropriate rota for people to work behind the bar when required
 - Reporting back to the CoM on any issues which requires wider discussion
 - Making proposals to the CoM for any significant works, repairs etc. required

Composition

- LHSSC - 2 members
- HAFC – 2 members
- LHEC – 2 members
- CoM independents – 2 members, one of whom to be the chair or vice chair of the CoM who would be chair of the Ops Committee.