

King George's Field, Lower Heyford

Committee of Management

Date: 15 September 2020

Time: 19:30 hours

Where: Virtual meeting held via Zoom/telephone in view of the Coronavirus pandemic

Present: Anthony Alder (AA) - HAFC, Chris Daly (CD) – PCC, Ric Fowles (RF) – LHPC p.p. Village Hall Fund – acting Chair for this meeting, Donna Husband (DH) – Independent, Atlanta Kyte (AK) – Independent, Lynn Humberstone (LH) – WI Cheryl Pike (CP) – LHSSC, Alex Pook (AP) – Independent

Minutes

1. The Acting Chair RF welcomed everyone with a warm welcome in these unusual times.
2. **Apologies for absence** had been received from: **Brian Draper (BD)** – Independent, **Barry Varney (BV)** – Events Committee, **Bruce Eggeling (BE)** – LHPC and **Liz Goodwin (LG)** – Independent – Chair.
3. The following **declaration of conflicts of interest** were noted and it was agreed that others would be noted as any relevant matters arise:
 - a. Lower Heyford Parish Council - Parish councillor: BE, RF
 - b. Lower Heyford & Caulcott Community Fund – Chair and Trustee: EG
 - c. Heyford Athletic Football Club - Officers: AA and CP
 - d. Lower Heyford Sports and Social Club - Officers: BV, CP, AA, Members –All
 - e. Lower Heyford Events Committee – Officer: BV
 - f. Heyford WI – Chair : LH
 - g. Lower Heyford Parochial Church Council – Chair: CD
4. **Approval of minutes of the last meeting** – 9 June 2020: these were approved and signed by the Chair.
5. **Matters arising** from last meeting:
 - a. Notice boards - AA advised that the one for the playing field had now been installed and the issue with the complaint had been resolved and the location of the board moved. The resident had brought some lights for the notice board, but unfortunately these were stolen within 48 hours. RF confirmed that this notice board is for the KGF to use only. RF to get LHPC to advise about the installation of the other two, which are currently stored in the tractor shed.
 - b. Identification of new income streams - this was discussed but due to the current pandemic there was little that can be done currently. CP confirmed we had applied for a grant from the Discretionary fund but our running costs were not high enough. To revisit at the next meeting.
 - c. CCTV update - RF confirmed that we need to ensure that we are complying with the law following his discussions with the local PSCO and initial research, which requires:
 - i. A Data controller
 - ii. Record of retention policy

- iii. System regarding the release of images
- iv. We may need to register with the Information Commissioners Office, which costs around £40pa.

RF confirmed that we need to produce a policy on this to ensure we are compliant, as posting photos for example from the CCTV is very problematic. We need to understand what the Police need from us to work with them and assist them. We need to find a data controller, RF to finalise his investigations and research and then speak to BD about the system and see if he would be willing to be our Data Controller or to try find another potential candidate. RF to assist in drafting the policy for CoM to review at the next meeting.

There had been an issue recently with joy riders on the football pitch, CP to look into costings for removable bollards for the car park, to bring to the next meeting for approval and a solution to avoid having to restore the gate and restrict the car park usage. If there are issues with anti-social behavior and damage in the interim to expedite the approval via email, if needed.

6. The meeting noted that since the last meeting the nominated people had completed the risk assessment to allow the building to open from Saturday 11th July and all necessary requirements had been completed. It had been necessary to hold a **virtual meeting** during the week commencing 6 July 2020 through the circulation of e-mails to approve the risk assessment and open the KGF CSC for the social club. The meeting affirmed this decision. CP explained all the procedures/notices etc that are in place to meet all the criteria and requirements, and this has been reviewed for the current set of changes. LHSSC have a card machine but are looking for a phone to connect to, to make it functional, AP offered to donate a phone to try as a potential solution.
7. **Update on financial position:** The meeting considered the financial statements circulated in advance and was pleased to note that, it was showing a small surplus even with the closure for several months due to Covid-19. The income to date is not far off the prior year's normal activity levels and costs have been controlled throughout the period.
8. Following on from the above point, CP reported at we had funds of £7.4k and it would take more than a year's worth of running costs to utilise these. Therefore the reserves position was such that the CoM felt able to still continue to operate without any foreseeable risk of insolvency. CP/AA to check heating to ensure timer is accurate to minimize costs and no further actions were required.
9. Consideration of minutes of Ops Committee from 15 July 2020 - The meeting noted that this Ops Committee meeting had not been held due to Covid-19 and so there were no minutes to discuss. CP to discuss if 27 September 2020 meeting is requirement, as no known concerns or issues currently to raise.
10. Consideration of re-opening of the KGF CSC in the light of recent changes in Covid-19 restrictions and agree the actions to be taken – CP confirmed that the recent changes have no impact on the football or social club, the use for pilates/Yoga to be looked into and advise if can take place. CP to liaise with DH about this type of hire. The football is an exempt sport, and FA guidelines are being followed and a risk assessment has been completed for this. In terms of the Social Club, the changes are in terms of the Track and Trace register, which we were already completing, and ensuring the bubbles of no more than 6 people who need to socially distance and not mix with other bubbles. All volunteers working the bar have been made aware of these changes. DH confirmed the key message is the maximum of 6 and socially distancing, and to be aware the Government are looking to complete spot checks on premises to ensure they are compliant.

11. Discussion regarding the AGM scheduled for 23 November 2020 and practicalities arising due to the current situation took place. RF explained the options available to the CoM and it was agreed unanimously that the AGM should be cancelled this year due to the pandemic and a notice put in the Valley News, our website, Facebook pages and notice boards to this effect, and publish the accounts once completed and approved.

In terms of replacing the three independent members stepping down, it was discussed that we already have three potential candidates. It was agreed that we should advertise from 22 September until 6 October 2020 for any further potential nominations for consideration at the next CoM meeting. AP agreed to prepare the notices and put them up. They would also be distributed to RF to be added to the website and CP to be displayed in the KGCSC and on any Heyford Facebook pages.

It was also discussed that one of the three new independents would also need to be a chair person as DH and AK confirmed that they would not be able to take on this additional responsibility at this time.

12. Any other business;
- a. Operations Committee – to look at the makeup of the committee and CP/RF to ask if BD would be prepared to remain on this committee, due to his knowledge and experience of being a licensee.
 - b. KGF gates – AA said there has been a volunteer offer to refurb and paint them, as they are in a very poor condition, as AA had to fix the side gate recently. AA asked the committee if they would approve to supply the paint and it was agreed unanimously to go ahead with this. AA to sort out.
 - c. Charity quiz – Terry Hawkins had asked about this taking place in October, where a Fish and Chip van would come and provide the food, to raise money for a charity. AA explained that the normal monthly quizzes had started again from last month, but it was felt that the CoM could not agree to this, due to the uncertainty around the Covid guidelines, which are expected to change again in the coming weeks.

13. Dates of next meetings: CoM: 27 October, Ops : 27 September 2020.

Meeting closed at 20.35pm.

Approved by the CoM meeting on 27 October 2020 and signed by



Dr Liz Goodwin, OBE
Chair