

King George's Field
Committee of Management
MINUTES OF THE FIRST MEETING
4TH DECEMBER 2017 at 19:00

Present:

Anthony Alder (AA) - Heyford Athletic Football Club, Lyn Chandler (LC) - Independent, Chris Daly (CD) – Lower Heyford Parochial Church Council, Bruce Eggeling (BE) – Lower Heyford Parish Council, Nuala Francis (NF) – Womens' Institute, Liz Goodwin (LG) - Independent, Terry Hawkins (TH) - Independent, Atlanta Kyte (AK) - Lower Heyford Village Hall Fund, Jane Masségia (JM) – Independent, Cheryl Pike (CP) – Lower Heyford Sports and Social Club

Apologies: Brian Draper - (Independent)

Point of Information: It was noted that the Bowls Club have not yet provided a representative.

1. A temporary chair was appointed to oversee the appointment of the chair.

2. **Chair:** AA proposed, and JM seconded Liz Goodwin to be Chair. LG was voted-in unanimously.

LG reminded the committee that as trustees, we were obliged to make adherence to Clause 8 our central role, above any existing role. She reminded the committee that we are required to submit an annual report to the Parish Council stating compliance with the Third Schedule of the lease for the field.

3. **Vice-Chair:** Chris Daly was nominated *in absentia* and agreed on arrival.

4. **Secretary:** BE volunteered, uncontested. JM volunteered to take the minutes during meetings.

5. **Treasurer:** CP volunteered, uncontested.

5.1. The viewpoint of the committee members

The Chair invited each of the members to offer their views on the project overall

In summary the collective views were:

- All ages and all activities must be catered for
- Keen to see consolidation of the village facilities with events properly advertised
- Useful to have a notice board near the KGF gates
- Improvement of existing facilities
- Given financial constraints it would be unlikely to be able to achieve full village hall stature
- Concerns regarding funds to maintain the facility going ahead
- A real community space for events like children's groups, wedding receptions, fitness classes
- Improved facilities and increased footfall into the bar area
- Space for parents with young children
- Facility and its operation to be sympathetic to local residents

- A once in a lifetime opportunity that would affect the residents for decades to come and so must be done correctly
- An opportunity to unite the villages with a potential space for everyone

6. How we will operate:

As there were many looming deadlines and so much needed to be done in a relatively short time frame the following sub-committees were agreed:

- **Specification and Scope:** AK, AA, NF, LC. (AK suggested we inquire with another similar venue to see what committees they have).
- **Facility construction:** AK, CP, NF, AA
- **Funding and Finance:** CP, BE, plus James Gregory to be asked to join
- **Facility and Field Operations:** TH (doubling as Events representative), LC, CP, AA, JM plus Melissa Chadderton to be asked to join
- **Communications:** JM, CD, BE, NF (an events calendar – to appear in the Valley News, or posting an update leaflet through doors, and targeted door-stepping):

7. Publicity. To be undertaken by new Communications subcommittee.

8. Village Hall Fund Committee requires a new member to be nominated from the current members of KGFCoM. CP volunteered. [Post meeting note: this may not meet the constitution of the LHVHF as CP is an officer of the LHSSC which already has a nominee on that committee: LG to query with Denise Ball and revert.]

9. Responding to the VHF: LG to respond to a letter from LHVHF regarding their requirements for any facility that it funds. It was noted that the decision to pledge the full amount rests on the Village Hall Committee's confidence that the interior finish will be of a sufficiently high standard.

Action: A response letter should be submitted to the LHVHF, pointing to AK's place on the KGFCoM (and specifically the sub-committees Specification and Scope and Facility Construction) and Melissa Chadderton (specifically on the subcommittee for Facility and Field Operations) as an assurance of the required facilities, appearance and operation.

10. AOB

- Regarding a question about the amounts of funding being sought and available AA stated that it was important to understand that the funding from FF and from Viridor along with existing funds would be used for constructing the new changing and bathing facilities to meet the football league's requirements leaving funds received from the LHVHF available to fund the new community facility the bar catering and social areas.
- The Football Foundation requires an application before Christmas. This requires a copy of the new lease and a letter of intent from the LHVHF.
Action: CP will approach the FF.
- James Gregory has approached Viridor for a sum of £17k Should this application be made by the KGFCoM or HAFC and why is it only for £17k and not £20k? **Action:** CP to ask James Gregory how things stand and if we have to re-submit as KGF CoM.
- BE: the third schedule. We can admit new bodies to the committee. The current Events Committee might be possible?
- The Playground: AK asked whether the Playground should come under the Operations (Field) subcommittee. There is a small sum of money available for its maintenance. TH raised

the issue of insurance. **Action: BE to query with the Parish Council clerk. This will be considered at the next meeting of the Facility and Field Operations subcommittee.**

- The KGF CoM agreed that quorum should be half the committee (currently half of the appointed dozen), i.e. **6. Action : BE to instruct the lawyers to vary the Third Schedule of the Deed of Variation accordingly**
- Representation from Caulcott: It was noted with regret that there was no representation from Caulcott on the KGF CoM.
Action: The committee agreed to ask their Caulcott connections for leads.
- Bank signatures: Two signatures are currently required for the banking arrangements with Lloyds Bank. The committee agreed to add two additional signatories being Bruce Eggeling and Lyn Chandler, Mandate to be varied to provide for any payments over £10k to require a third signature. AA and CP confirmed as current signatories.
Action: LC and BE to be added as signatories.
- Memoranda of Understanding (agreements regarding ongoing maintenance, etc.). These may require to be novated to the correct body
Action: CP and BE to review and report.

11. Next Meeting: KGFCoM will next meet on Monday 15th January at 19:00 at the Sports and Social Club. Specification and Scope Sub-Committee will meet at The Bell on 8th January.

Meeting closed at: 20:45

Other info:

Heyford.info – webmaster is Chris Cox

JM 04/12/2017

Signed as a true and correct record:



Dr Liz Goodwin OBE, Chair

Date: 15 January 2018