

King George's Field, Lower Heyford

Committee of Management

Date: 5 March 2019
Time: 19:15 hours
Where: King George Field Community and Sports Centre
Present: Anthony Alder (AA) - Heyford Athletic Football Club, Brian Draper (BD) - Independent, Bruce Eggeling (BE) – Lower Heyford Parish Council, Terry Hawkins (TH) – Independent, Liz Goodwin (LG) – Independent – Chair, Lynn Humberstone (LH) – WI, Donna Husband (DH) – Independent, Cheryl Pike (CP) – Lower Heyford Sports and Social Club, Alex Pook (AP) – Independent.

Minutes

1. Apologies for absence

Apologies were noted to have been received from Chris Daly and Atlanta Kyte.

2. Declaration of conflicts of interest

It was agreed that in view of the number of conflicts that the standard statement should apply and that any others noted as any relevant matters arise.

The following standing conflicts were note:

- 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. Lower Heyford Events Committee - Chair: TH
- f. Heyford WI – LH
- g. Lower Heyford Parochial Church Council – Chair: CD

3. Approval of minutes of the last meeting

The minutes of 22 January 2019 were approved and signed by the Chair

4. Reports from the sub committees

- a. Finance – CP tabled a set of accounts showing that although funds were tight we were still solvent. She noted that some funds were ring-fenced for the construction and that free funds although tight were on balance OK. She also reported that the funds were beginning to flow again as bar sales returned and hall bookings began to come in. The tabled figures are set out at **appendix A**
- b. Construction – AA advised that the construction was close to completion but that with John Varney's illness this was likely to be delayed. AA agreed to review together with Barry Varney and Trev Husband to put together a program to ensure that all the required works were completed before the end of March ideally to enable the opening ceremony to go ahead as planned

5. Consideration of admission of Events Committee to CoM

The meeting considered whether or not to admit the Events Committee as being one of the bodies which should be entitled to appoint a member of the CoM.

BE advised that in order to effect such a change under the terms of the lease it was a requirement that 2/3 of the members of the CoM required to approve the resolution. TH being conflicted did not vote on the matter. The meeting voted unanimously in favour of the resolution and BE was asked to prepare the necessary paperwork.

It was noted that this would give rise to a vacancy for an independent member and it was decided to address the possibility of co-option at the next meeting

6. Opening weekend planning – discuss paper and approve plan

The meeting noted the paper that had been circulated and approved the draft plans. TH expressed some concerns regarding the use of the marquee and it was decided to address these concerns as part of the consideration of a letter received from the Events Committee later in the meeting.

7. Booking process update

DH advised that the booking process was working well and that there was steady demand for use of the facility. It was suggested that the means to book the facility should be included under the visitor section of the website as well. BE to arrange. DH noted that it would be desirable to have another person helping with bookings to provide resilience. All to consider possible candidates. The meeting expressed its thanks to DH for the good work she was doing.

8. Facility cleaning

It was noted that the facility cleaning being undertaken by David Gregory was working well and the place was being kept tidy and clean. BE noted that although it was the intention to pay David for the cleaning he was refusing to accept any payment. The meeting agreed to thank David and to see if it could find some sort of gift to make to him by way of 'Thank you'

9. Fencing ~ Canals Trust

EG and AP advised that it seemed that we could not insist that the Canals Trust was responsible for the fencing bordering the canal. Although AP is still investigating Land Registry records it was agreed that this work was urgently required and AP offered to look at the possibility of acquiring suitable lengths of chain fencing etc.

10. Risk Assessment Update

It was agreed that the risk assessment should be updated by AP/EG/TH/AA ASAP.

11. Notice Boards

AA agreed to provide a price for noticeboards and BE agreed to approach the PC for possible funding.

12. Date of next meeting

This was agreed as 16 April 2019 at 19:15 hrs in the KGF CSC.

As TH was conflicted regarding the final item on the agenda he was asked to withdraw from the meeting which he did. Before doing so he tabled a paper setting out the Events Committee position. During the discussion of this it was noted to TH that the marquee did not fall within the assets that were insured by the CoM. It was agreed that the Events Committee should address this as a matter of some urgency.

13. Consider Events Committee Letter of 16 Feb 2019 and agree response

The meeting considered a letter that had been received from the Events Committee regarding the marquee, its ownership and availability for functions and other matters. BE read out to the meeting the views expressed by CD who was unable to attend. The meeting then sought the views of each and every member of the CoM. A draft letter of response was considered by all present and subject to a number of suggested revisions made by members of the CoM (which were effected after the meeting and approved by all members by e-mail) and it was agreed that the letter should be sent.

Signed as a true and correct record:



Liz Goodwin, Chair

Date: 16 April 2019