

King George's Field, Lower Heyford

Committee of Management

Date: 3 March 2020
Time: 19:30 hours
Where: King George's Field Community and Sports Centre

Minutes

1. Welcome

The Secretary reported that Liz Goodwin was unable to attend and that the deputy Chair, Brian Draper, would be chairing the meeting in her absence.

2. Apologies for absence

The Secretary noted that the following apologies had been received: Chris Daly, Ric Fowles, and Liz Goodwin and Atlanta Kyte (post facto).

3. Declaration of conflicts of interest:

Standing conflicts are noted here and any others will be noted as any relevant matters arise:

- a. Lower Heyford Parish Council - Parish councillor: BE, RF
- b. Lower Heyford Relief in Need Charity – 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 – 10 December 2019

The meeting approved the minutes of the last meeting and these were signed by the Vice Chair, Brian Draper.

5. The following matters arising from last meeting were reported on:

- a. AA advised that it was intended to complete the fencing on 7 March. He noted that the total cost so far was approximately £760 but there were further works to be undertaken which would take the total to about £1,800;
- b. BAE advised that it appeared that Thames Water has accepted liability for the damaged driveway and had obtained a quote for over £5000 to rectify. They envisaged the works being in May or June. After discussion it was agreed to seek alternative quotes for works with a view to possibly seeking a settlement from Thames Water and getting the works done more quickly. **BAE to seek quotes;**
- c. BAE advised that SSEN had originally agreed to move the transformer from the car park to an adjacent pole as long as KGF could dig the trenching to move the supply underground. Since then they had indicated that the work was likely to be delayed with no date regarding possible removing of transformer from car park;
- d. BAE noted that Cllr Ian Corkin's Priority Fund had given £1,000 towards the costs of the fencing and £500 towards the cost of moving the transformer. These funds are currently with the PC;
- e. BAE noted that the PC had agreed to fund the fencing to a total of £2,000 (including the £1,000 from Ian Corkin's fund);
- f. BAE advised that the Relief in Need Charity (now renamed the Community Fund) had ordered the new notice board to go in the layby to advertise KGF matters. It would be available for collection in about 6 weeks;

- g. AA reported that he had collected the old PC notice board from the canal bank and had refurbished it. The intention was to affix it to the KGF CSC;
- h. The schedule of meetings was discussed and revised: **BAE to reissue;**

6. Management accounts

The meeting considered the accounts up to date that had been prepared by CP.

The following conclusions were drawn:

- a. The financial position is satisfactory on both a cash basis and accruals basis
- b. CP was asked to continue to prepare accounts on both bases (**CP to action**);
- c. It was agreed to aim to move from cash to accruals basis once the build costs had fallen out of the comparatives;
- d. The field and the KGF CSC presents a wonderful resource that provides potential for greatly enhanced income.
- e. The meeting decided to devote time to finding ways of improving income from both daytime and evening hires of the facilities (**Action : all to consider possibilities**)

7. Consideration of minutes of Ops Committee from 19 January 2020

The meeting considered the meeting minutes and approved the following:

- a. 3 more rolls of parking matting to be purchased at a cost of approximately £900, **AA/CP to action;**
- b. CCTV to be purchased and installed at a cost of maximum £300 , (**CP/BD to action;**

8. Subjects and values to be delegated by CoM to Ops Committee

The meeting was of the view that the division of responsibility was working well and for clarity the meeting considered delegation limits and following discussion the Ops committee was provided with the following limits until further CoM agreement (**action: Ops Chair/Secretary**)

- a. Operational costs of a maximum of £150
- b. Capital expenditure of NIL : all to referred to KGF CoM

9. Insurance of Events Committee equipment on KGF premises

It was reported that the possibility of insuring the Events Committee equipment that was on KGF premises had been investigated. There was some question as to whether KGF had an insurable interest.

In any event it was reported that the Events Committee had indicated that it did not wish to incur the expense.

The meeting asked the Chair to write to the Chair of the Events Committee, Terry Hawkins, setting out the situation clearly and also that of the KGF CoM. **BAE to draft and circulate prior to sending;**

10. Minutes and reporting required from Ops Committee

It was noted that the minutes should be circulated promptly and, once approved, should be posted onto the heyford.info website as both the CoM and the Ops committee are handling public/ community funds and so must be fully transparent;

11. Any other business

There was noted some undesirable and anti-social behaviour evident on and about the KGF CSC. BE advised that the police had specifically requested that any and all instances of unacceptable behaviour be reported with as much detail as possible to the following e-mail address:

BicesterRuralNHPT@thamesvalley.pnn.police.uk

which is the police unit collates all such instances and builds intelligence reports upon which corrective action can be taken.

12. Dates of next meetings: CoM: 9 June 2020 at 19:30, Ops committee: 7 April 2020 at 18:30

Approved on 9 June 2020 Signed by Chair: *Liz Goodwin*