

King George's Field, Lower Heyford

Committee of Management

Date: 15 September 2019
Time: 19:15 hours
Where: King George's Field Community and Sports Centre
Present: **Anthony Alder (AA)** - Heyford Athletic Football Club, **Chris Daly (CD)** – PCC, **Brian Draper (BD)** - Independent, **Ric Fowles (RF)** – Lower Heyford Parish Council, **Donna Husband (DH)** – Independent, **Atlanta Kyte (AK)** – Village Hall Fund, **Lynn Humberstone (LH)** – WI, **Cheryl Pike (CP)** – Lower Heyford Sports and Social Club, **Alex Pook (AP)** – Independent (**Chair**).

Minutes

1. **Apologies for absence** – Bruce Eggeling (BE) – Lower Heyford Parish Council, Liz Goodwin (LG) – Independent

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: RF
- 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 16 April 2019 were approved and signed by the Chair.

4. **Opening Weekend Discussion and Feedback.** All attendees agreed that the opening weekend was a success, with positive feedback received from the community. £1200 was raised at auction, with profits being donated to the sum of £400 to Katherine House Hospice, £400 to Cancer Research and £400 back into the central fund. Ticket prices were seen as extremely reasonable, with the possibility of higher ticket prices for future events.

5. **Reports from the sub committees**

a. **Finance** – CP reported that finances were finely balanced, with a steady income from the bar takings requiring supplementation from private bookings and future fundraising events. The financial reports were provided in advance of the meeting.

b. **Construction** – AK/AA reported that there were no outstanding invoices. The committee discussed improvements such as reflective strips on the slope and wall near the entrance. **AA to source quotes.** AA identified an opportunity to purchase discounted carparking matting through a contact. The committee were presented with retail prices against the sources price and agreed to the purchase. **AA to purchase. The committee discussed the possible installation of a set of gates/barrier at the end of the car park to prevent unauthorised driving onto the field as it has happened in the past. AP agreed to source quotes.**

6. **John Varney Contract.** CP is currently chasing the Football foundation as an application has been made to them to release the money (£3500) due to John Varney. There is an o/s amount of £4,700 due to John Varney of which £3,500 is to come from the football foundation. **CP to action and update at next meeting.**

7. **AGM – Discussion.** Cheryl needs two weeks following year end to review accounts after which she will be in a position to issue to Diane Boxall to carry out her independent audit. We are hopeful that by the 3rd week of October the accounts will be ready, audited and available to present to the CoM in advance of the AGM (who in turn need 3 weeks notice to review accounts in advance of AGM date). Next CoM pencilled in for the 15th October. A provisional AGM date of 25th November 2019 at 1900 at KGF has currently been suggested. **AP to confirm.**

8. **Update on the Operations Committee.** The running of the Operations Committee was discussed, with the current format being viewed as essential to the effective running of the building.
9. **Booking process update.** DH highlighted regular bookings for Yoga (Friday) and Pilates (Tuesday) but private bookings had been a little quiet of late. A request for a Saturday night booking was discussed and it was decided to prioritise private bookings over regular to ensure that income generation remains strong. BD proposed a cost of £15/hr for 2 people over and above hire cost for the provision of bar staff. It was unanimously agreed that a minimum of 2 bar staff were required for premises and stock security.
10. **Facility cleaning discussion.** BD reported that **Dave Gregory** was happy to continue cleaning the facilities. It was confirmed that cleaning materials and chemicals were made available via the CoM.
11. **Fencing ~ Canals Trust update** – AP is sourcing quotes. CP will then apply to councillor Ian Caulkin to see if any grants are available to put towards the purchase.
12. **Notice Boards costings.** It was agreed that the Parish Council to pay for 2 out of the 4 boards. CP requested that LHPC pay for all 4 notice boards with a donation made to LHPC by CoM to refund the cost of 2. RF agreed to proposed this at the next LHPC meeting.
13. **AOB – Complaints.** A complaint received from a local resident was discussed relating to the football club. AA agreed to discuss the issue directly with the complainant to resolve/agree on future actions. It was noted that the CoM should draft a complaints procedure for future reference.
14. **Date of next meeting.** Provisionally set to 15 October 2019 at 1900.

Signed as a true and correct record:



Liz Goodwin, Chair

Date: 15 October 2019