

## 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 3<sup>rd</sup> 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 15<sup>th</sup> October. A provisional AGM date of 25<sup>th</sup> 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**