

King George's Field, Lower Heyford

Committee of Management

Date: 10 December 2019
Time: 19:30 hours
Where: King George's Field Community and Sports Centre

Present: **Anthony Alder (AA)** - Heyford Athletic Football Club, **Brian Draper (BD)** - Independent, **Bruce Eggeling (BE)** – Lower Heyford Parish Council, **Liz Goodwin (LG)** – Independent, **Atlanta Kyte (AK)** –Independent, **Cheryl Pike (CP)** – Lower Heyford Sports and Social Club, **Lynn Humberstone (LH)** – WI, **Ric Fowles (RF)** – Village Hall Fund –via PC, **Barry Varney (BV)** – Events Committee.

Minutes

1. Prior to election of a new Chair the Secretary (BE) took the Chair
2. **Apologies for absence** had been received from: **Donna Husband** – Independent. **Absent :** Alex Pook (AP) – Independent. **Chris Daly (CD)** – PCC
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. **Appointment of Chair and Deputy Chair** (Secretary in Chair): The matter of appointment of the Chair was discussed and it was noted that the Chair required to be drawn from the Independent members of the CoM. These were: LG, AK, BD, AP and DH. The acting Chair noted that DH had declared that she did not wish to be considered as did the others at the meeting with the exception of EG. EG noted that she was happy to continue for one year but that she wished to be in a position to step down after one further year. By consent EG was elected Chair.
 5. **Deputy Chair:** The Acting Chair noted that although there was no requirement to have a Deputy Chair it was desirable to do so in view of the Chair's intention to stay on one further year only. After discussion BD agreed to be considered to be Deputy Chair which was agreed by consent.
 6. The newly re-appointed chair, Liz Goodwin, then assumed the Chair.
 7. **Appointment of Honorary Secretary and Treasurer:** By consent and agreement of the meeting BE was reappointed as Secretary and CP was reappointed as Treasurer. The matter of accounting was discussed and CP agreed to provide quarterly management accounts. CP

also agreed to provide, at the next quarter end, accounts produced on a cash and on an accruals basis for comparison, noting that the intention was to move to an accruals basis in future.

8. **Re-appointment of Independent Reviewer** It was noted Diana Boxall had kindly agreed to be re-appointed and it was agreed to appoint her as such. BE to write to advise Diana and thank her on behalf of the CoM.
9. **Approval of minutes of the last meeting:** The meeting considered the minutes of the meeting held on 16 October 2019 and these were approved. The Chair was authorised to sign them.

10. Matters arising from last meeting.

- a. AA outlined estimates for the fencing of the field bordering the canal. BE announced that the PC viewed this as of great importance and had pledged up to £2,000 to make the fence safe. AA & CP to develop cost estimates including materials and voluntary labour elements in time for submission to the next PC meeting on 16 January 2020 with a view to undertaking the work as a matter of some urgency ;
- b. BE noted that the PC had declined to purchase the notice boards but had agreed to donate the three metal ones that were being replaced to KGF;
- c. BE noted that Nicholson's had repaired the broken post without charge;
- d. BE noted that contact had finally been made with Thames Water on the broken up concrete in the car park ramp and that he had had a meeting with them earlier in the week where they seemed to agree that they were responsible for the damage occasioned by a tree on their premises. They also had agreed to spray the damaged areas in the public right of way. BE committed to keep the CoM informed.

11. CoM and Ops committee arrangements going ahead – frequency and dates of meetings:

The meeting agreed to have meetings of each at 6 weeks intervals with 4 meetings a year for each. BE and BD to agree a schedule and circulate for the full year.

12. **Major works: fencing and car park extensions:** The car park area was discussed and it was agreed that the available decking should be purchased and then AA and CP to calculate the costs of further works required and advise the CoM.
13. **Minor Works: dog waste bin and notice boards:** It was noted that the dog waste bin that had been paid for and would in future be serviced by the PC was ready to be fitted close to the gates onto Freehold Street. AA to provide name and contact details of the supplier of the notice boards to BE and EG so that they can be ordered.
14. **Charging rates for field and facility hire for 2020:** After discussion it was agreed to leave rates as they are.
15. **Charging of Events Committee for bonfire night and in future:** After discussion it was agreed that the principle must be that all users of the hall, without exception, should ordinarily be charged for use of the hall to enable creation of a sinking fund to fund future repairs and maintenance. It was decided that in the instance of the bonfire night this was a one-off and should not be charged. CP and BE to develop a policy to encompass all possibilities for circulation and agreement by the CoM.
16. **Storage and insurance of Events Committee equipment:** It was noted that the Events Committee did not ordinarily insure the equipment stored in the shed on KGF. As this is equipment that has been effectively funded over many years by the community at large the

meeting expressed concern at this fact. BV was asked to enquire of Gay Hawkins if that was still the case and CP was asked to seek cover all year round as part of KGF with any excess to be charged to Events Committee with their agreement.

17. Possible donation to Parkinson's charity in memory of John Varney was discussed but it was agreed that it was outside the objectives of the KGF Trust. It was agreed to ask the LHSSC to make a donation equivalent to its own and effectively reduce the LHSSC donation to the KGF, thereby agreeing to support the idea without having to ask the Trustees to rule on the issue.

18. Any other business:

- a. BV asked about the possibility of installing CCTV to deter anti-social behavior in the car park. CP to investigate cost and AA to further consider re-instatement of the gate at the entrance to KGF off Mill Lane;
- b. The meeting expressed a wish for Dave Gregory to be involved. It was noted that as he was an officer of the Football Club he was ineligible to be co-opted onto the CoM and it was agreed to ask him to join the Ops committee.
- c. The meeting approved the draft of the AGM minutes and the issue to attendees.

19. Date of next meetings: schedule to be proposed by BD and BE.

Signed as a true and correct record:

Brian Draper

Brian Draper, Deputy Chair

Date: 3 March 2020