

# Meeting Minutes: ECSF Trust Committee

06 February 2013



eydoncommunitysportsfield

**Present:** Barry McRoberts (BMR) / Mike Watson (MW) / Peter Keenan (PJK) / John Grindlay (JG)

**Apologies :** Angus Richards (AR) / Clint King (CK)



Places People Play

An Inspired Facility



## Agenda

1. Minutes of last meeting
2. Treasurer's report
3. Pavilion
4. Sponsored walk
5. Eydon Fete
6. Petanque Court
7. Race Night
8. Youth Reps
9. AOB
10. DONM

### 1. Minutes of Last Meeting

Minutes of the previous meeting were not reviewed as they had not been distributed to all committee members.

**Action:** (AR) add PJK to distribution list for committee

### 2. Treasurer's Report

PJK presented the draft accounts for 2012 (attached). Key points noted were an increase in expenditure and a decrease in income over corresponding 2011 figures leading to a 2012 gross reduction in reserves of £353.53 - the principal contributing factor being the purchase of a mower.

The accounts were accepted by the Committee and PJK was actioned to approach Josie Rowling to ask if she would provide independent verification.

**Action:** (PJK) accounts verification

### 3. Pavilion

JG tabled a letter from ECC to ECSF dated 29 November 2012 (copy attached) regarding terms of transfer of Pavilion ownership. Points A-F in the letter were reviewed and accepted by the Committee and AR was actioned to reply accordingly as a matter of urgency.

A subsequent point in the letter referenced the provision of trunk storage for ECC equipment within the pavilion. ECC were requested to await final plans for refurbishment as storage areas were planned that may suffice.

**Action:** (AR) reply to ECC letter dated 29 November

The status of the pavilion roof was discussed. Temporary repairs to wind damage have been undertaken but the need to progress the roof replacement project as the priority part of the Sport England grant programme was stressed. JG noted that the roofing material purchased by ECC cannot be returned to the suppliers; it was agreed this should therefore be used in the roof replacement project. Other points noted were the need to secure ( $\geq 3$ ) competitive quotes in order to meet the terms of the Sport England Grant and the ongoing agreement to 50% contribution by ECC to the roof repair costs.

BMR presented some interim drawings of the pavilion kindly undertaken by Roger Coy's team. It was agreed that the Committee needed to move quickly to provide momentum to the refurbishment project by agreeing and documenting the work to be completed in final specification form to accompany the drawings as a basis for getting quotes for the work. To this end:

**Action:** (BMR) facilitate a meeting with Roger Coy's draughtsman and MW in the pavilion.

**Action:** (MW) schedule a working party of the Committee to agree the specification of the required works and to document it.

#### **4. Sponsored Walk**

PJK noted that with final sponsorship funds coming in, and before gift aid tax reclaim, the sponsored walk has now raised £246.00.

Some discussion ensued regarding the costs and benefits of expanding the event in future - including a separate sponsored cross country run. Some concerns were raised about cost / complexity / liability related to marshalling etc, particularly on public roads. It was agreed that:

**Action:** (BMR) investigate issues involved in event organisation including liability insurance, marshalling etc.

#### **5. Eydon Fete**

The position of ECSF regarding hosting the Fete in 2013 was reviewed along with various formal and informal discussions that have taken place since the ECSF Committee meeting attended by Mr Gary Denby at which options had been discussed. It was reported that a meeting had been held (w/c 29 January) between representatives of the Village Hall (Robin Brown), ECSF (BMR, AR) and the Church (Gary Denby) at which ECSF representatives tabled a proposition for tri-partite distribution of funds raised from the Fete if hosted on ECSF. This proposition was rejected by Mr Brown. The Committee re-iterated its support for the event and eagerness to work together for the communal good. To that end BMR was asked to convene an emergency meeting of ECSF Committee to agree an equitable way ahead.

**Action:** (BMR) convene emergency meeting to resolve Fete funding.

#### **6. Petanque Pitch**

BMR tabled drawings of ECSF and also presented specifications for construction of the proposed petanque pitch. It had previously been considered that a location between the cricket nets and the play area would work. This was further discussed in light of the size of the pitch and the possible benefit of having it located nearer to the pavilion. It was agreed that BMR and MW would give the matter further consideration.

**Action:** (BMR / MW) review petanque pitch location options and report back to committee.

## **7. Race Night**

A race night is planned in the village hall to raise funds for both ECSF and the Village Hall for 30<sup>th</sup> March. It was noted that this was Easter weekend which may reduce attendance. BMR was asked to confirm the date with Robin Brown.

**Action:** (BMR) confirm race night plan for 30 March (Easter weekend).

## **8. Youth Representatives**

BMR reported that Tom McKenna no longer had time available to undertake the role of youth rep on the committee, but that Jack Walker and Edward Coy had agreed to step in.

## **9. AOB**

- JG reminded the Committee of the need to file an annual report to the Charity Commission - BMR explained that this was in hand.
- PJK updated the Committee on a new funding application submitted to the Co-op Community funding scheme for £1,600 to fund locker room equipment and tables and chairs for the pavilion - results are due to be announced 12 April.
- MW noted the need post refurbishment of the pavilion to be able to recover electricity costs from users.
- JG noted caution in respect of the rateable value of the pavilion post refurbishment and related potential implications. PJK noted that as part of the preparation of the Sport England grant he had consulted with the Local Authority who had advised that no planning consent was required as there was no change of use planned.

**Action:** (PJK) forward local authority email re planning consent to MW.

## **10. DONM**

The next ECSF Committee meeting will be held on 20<sup>th</sup> March at 08:00 pm in the Royal Oak.