

Glaphorn Playing Field Association

GPFA Meeting Minutes: Friday 04/09/2020 (Video Conference)

Present: MM, NS, SB, EI, NG & NK

MM raised the point that the first item on the agenda should be to review and sign off the previous meeting's minutes. It was agreed that we would try and get the minutes finalised and published within a fortnight. NS stated that copies would be added to the Committee Drop Box and also make them available via the Facebook Page. NG requested that SB put together a separate Actions page to ensure that it is clear who is required to carry out actions prior to the next meeting.

NS offered to provide guidance for anyone not familiar with Drop Box so that this can be used efficiently as a place to store documents that everyone is then able to access. No help required at this stage.

- **Future meeting cadence and attendees outside the PFA**
It was agreed to set up monthly meetings – **with NS to send round a list of suggested dates going forward**. We can amend the frequency in the future as required.
- **Car Park update**
 - a. **expected date from which the car park can be used**
The Car Park will not be opened until after the October half term
 - b. **next steps in competing the works (summary and next steps) - Entrance Barrier and Signage.**
Signage and security gates must be in place and ENC must sign off the planning. ENC & Police must sign off on barriers. There is currently a 5 week delay in installing the required barriers. Current planned hours for opening are 8am-8.30pm Summer Time and 8am – 5.30pm Winter time. There was a question regarding whether or not the village school might be responsible for opening up the gate during term time prior to Breakfast Club starting. **SB to write to Executive Head and reiterate request**. NK raised a further query regarding how the school will be securing the access from the car park into the school? A similar combination lock gate as elsewhere in the school? What signage will they have and will it only be open during set drop-off and collection times? **SB to add to School letter**.
 - c. **confirm council liability / responsibility for the car park**
The car park will be a Glaphorn Parish Council (GPC) facility and there for the PC's responsibility. The GPC will ensure it is sufficiently insured. Similarly any bins put in place will be managed by the GPC similar to the rest of the bins in the village. SB requested that a double bin (recycling and general waste) be considered. While GPFA will be responsible for maintenance they will not be responsible for any damage that is incurred.

- **Financial / Accounts**

MM requested that he be removed as a signatory for the GPFA and NG to be added as Treasurer. **NG to look into this process.**

- a. **update on getting accounts created for the PFA to enable charity funding applications to proceed**

MM has asked Bulley Davey to produce some retrospective accounts so that we have a set of accounts for the last financial year. **NG to liase with MM to complete this.**

- b. **budget forecasting until end Q2 2021 (any new funds raised since June)**

NG happy to claim responsibility for this and asks to liase with NK regarding the likely costs of maintenance. **NG to set up a spreadsheet as a starting point.** MM has visited Titchmarsh who have a similar playing field. **MM to ask Titchmarsh contact to give us an idea of their ongoing costs.** NS asked whether or not we could ask someone to come and talk to us about their experiences and any learning points they could share.

NG to investigate online accounting package options for going forward to manage ongoing annual accounts and budget control. NG to revert to NS if there is support needed (as NS has an accountant and leverages Xero online accounting today and its very affordable) as a back up.

Discussion regarding whether or not to purchase or rent a mower. Agreed the cost of outsourcing the mowing prohibitive if we feel that there are sufficient volunteers ready to volunteer – similar to the churchyard rota system. NG queried whether or not this could be purchased using any leftover CAPEX from the recent Wren grant.

Online booking form – NK experience means that we need 1 individual to be in charge of booking even if its availability is made public. NK explained how the Village Hall system works. **EI and NS to look into what systems are available that might suit our needs.** How are we going to indicate that the space is booked? Perhaps a weekly timetable showing bookings on a noticeboard near the kissing gate entrance. It would be useful for advertising upcoming events too. This is a great item to run a focussed fundraising event for once Covid restrictions ease.

- **Risk Assessment / Insurance**

- a. **summary of the risk being take on by the PFA, public liability**

MM to confirm and come back to the committee.

- b. **weekly checks schedule.**

This does not need to be onerous and provided a record is kept (suggested on the Dropbox or a hardcopy on the noticeboard). Can just be a quick onceover.

- **Fruit tree planting / hedgerow planting & Maintenance**

It was agreed that maintenance should not be a problem as we have plenty of green-fingered volunteers. There was some discussion regarding the placement and types

of trees to be considered. NK keen that they are non-fruiting varieties as far as possible. **NK to liaise with David Cashmore regarding this matter.**

- Fencing

- a. **Status of the works and any ongoing maintenance.**

- NK provided an update for the committee. He and MM have been making multiple daily visit during its construction. Those of the committee that had had the chance to view it gave it high praise. Looks very professional and smart. The treatment of the fence and the use of extra long screws means that the fence should have a 30 year life expectancy. The extra long posts along the bridleway mean that there is an unbroken line at a continuous height.

- b. **Security fencing.**

- Only the kissing gate entrance will have constant open access. We will need to obtain heavy duty chains and padlocks for the larger gates to ensure that no unauthorised parties drive onto the playing field.

- A.O.B.

- a. **Kids Playground**

- There is £50K from the recent Wren grant to create a playground. EI has already approached a number of suppliers and has proposed designs. The children and parents of the village school have had a chance to see these plans but we need to give the Village a chance to view the choices and have their say. Committee is keen to get the Village involved while ensuring a safe environment due to the Covid epidemic. NK mentioned that the Village Hall is currently carrying out risk assessments with a view to partial re-opening. The committee felt this was a good opportunity to invite the village to view progress (through photographs taken at each stage) and to review the playground options and give their feedback and to show possible adult gym equipment and ask for any future fundraising ideas or volunteers. A one-way system and perhaps other steps could be taken to allow this to happen safely. Initial proposed weekend is Saturday 19th September. **NK to confirm if this would be acceptable within Village Hall risk assessments. NS to gauge committee's availability to support such an event, EI to get images from proposed suppliers to use in displays.** A flyer will need also need to be produced.

- Money is unlikely to be available prior to October but the sooner a supplier can be chosen the sooner a playground will be available for use. **EI will upoad designs to DropBox.**

- b. **Signage**

- Example sign was used as starting off point for discussion. It was agreed that while it was necessary to include the prohibitions clearly it was important

that the prominent statement was to enjoy the space. **NS to play around with different elements and produce an alternative for David Cashmore.**

Table of Actions

Person Responsible	Action Required	Date Completed?
EI	<ul style="list-style-type: none"> • EI and NS to look into what booking systems are available that might suit our needs. • EI to get images from proposed suppliers to use in displays. 	
NG	<ul style="list-style-type: none"> • to look into this process of changing bank signature from MM to NG • to liaise with MM to complete creation of retrospective accounts with Bulley Davey • NG to set up a spreadsheet for budget forecasting as a starting point • NG to investigate online accounting package options for going forward to manage ongoing annual accounts and budget control. NG to revert to NS if there is support needed 	
NS	<ul style="list-style-type: none"> • to send round a list of suggested meeting dates going forward • to gauge committee's availability to support such an event 	
NK	<ul style="list-style-type: none"> • to liaise with David Cashmore regarding the tree planting and hedgerow management • to confirm if event would be acceptable within Village Hall risk assessments 	
MM	<ul style="list-style-type: none"> • to liaise with NG to complete creation of retrospective accounts with Bulley Davey • MM to ask Titchmarsh contact to give us an idea of their ongoing costs. • MM to confirm summary of the risk being take on by the PFA, public liability and come back to the committee. 	
SB	<ul style="list-style-type: none"> • to write to Executive Head and reiterate request to open gates during school term and to ask for confirmation of how they intend to secure the school grounds from the car park path. 	