

Glaphorn Playing Field Association

GPFA Meeting Minutes: Wednesday 14/10/2020 (Video Conference)

Present: MM, SB, EI, NG, JC-J & NK

1. Review Minutes from last meeting

Following earlier email from NS, NK offered to chair the meeting. The minutes had been read by all bar JC-J and were duly signed by NK. **SB to forward a copy of minutes to new attendee JC-J.**

2. Review of Actions

Discussion regarding Village Hall booking system. NK stated that there are some limitation on what can be put on the public calendar. It would provide good continuity for the village and would give the PFA the control we need. Does need active checking of the email address used. Would be £126p.a. EI offered to sort out bookings.

Vote held for using Taskmaster booking system – carried. Plan to trigger it at the meeting prior to opening the field. It will be accessible through the village website and we will advertise the ability to book it at that point.

NG is keen to track potential booking earnings.

SB to give EI access to glaphornplayingfield@gmail.com address.

We will also finalise the Letting Terms and Conditions (currently in draft form prepared by MM) in the last month prior to opening the field for use.

NG to add self to Barclays, no need to remove MM.

NG to choose which free accounting package to use prior to next meeting.

MM – Bulley Davey accounts for last year will be ready next week. **MM to distribute.**

Agreed that **SB will send 'round minutes 1 week before the next meeting with an agenda.**

NK to chat to David Cashmore re trees and shrubs and raise concerns regarding rotting fruit, wasps, children's safety etc with Parish Council next week.

SB to invite Titchmarsh committee member to next meeting. Committee member to email questions for him to SB in good time prior to meeting.

MM – Playing Field will require separate public liability insurance. The Parish Council will only cover the car park.

3. Current State of Play & Financial Situation

MM Updating:

- The weather and delay with funds means that the sandslitting has not been done. While the finding delay has now been sorted we need a dry patch of weather in order to get the sandslits done prior to winter. If this cannot be done in Autumn that means that it will need to be done in Spring which will put the opening of the field back a few months.
- There are additional tree surgery costs (around £200) which will be incurred to sort out the trees which will overhang the playground area.
- We need to arrange for a bike stand
- The gate for the school and the security gates for the car park need to be delivered and installed. NK has already spoken to the School's executive Head regarding the gate - see point 7 for more details.
- Village Hall Committee (VHC) have agreed to donate the £1K that they receive from the Parish Council to GlapFA . It was suggested that this could be put towards the cost of the security gate. **SB to write to VHC with our thanks.**

4. Operational Plan

NG has looked into the projected outgoings, e.g. £250p.a. for insurance etc. Sport England estimates 17.5% of the total value – so for us this would be around £15K. It was agreed that this seemed ridiculously high for the type of use the field would be getting. A similar type of site in South Lincs had annual costs of £800 – which we agreed seemed more likely. **NG will send round projections of costs and incomes** (based on a large number of suppositions). These are attached as Appendix A. The discussions did raise the issue that while our regular annual costs are likely to be low we will need a “slush fund” for longer term maintenance, e.g. redoing the sandslits in 10 years time, replacing fences, dealing with any vandalism etc.

5. Playground

It was agreed that the feedback from the open day was useful. While attendance wasn't high the feedback from those who did come was fairly consistent. Playdale and Kompan were asked to do a redesign on the basis of the feedback. Unfortunately only Kompan were able to do so within the time-frame available. Playdale were unable to even confirm if pieces of equipment could be swapped around. Kompan quoted to include the log-pile climbing frame and the O roundabout and kept the same price. With the Parish Council's agreement on Wednesday the Kompan quote will be formally accepted and work can begin.

6. Insurance

Using the details provided by MM, **SB to obtain Insurance Quote.**

7. School Access Gate

Committee discussed the idea of offering to obtain and install CCTV system (with remote opening) for the school gate in return for GlaPFA using the school's electricity supply to set up CCTV and security lighting for any 'lockup' for Field equipment and the Playground. NK has already had a brief chat with the Head regarding this and it was suggested that he send an amended letter to Mrs Coulthard laying out the details. The estimated cost of the CCTV system was between £1500 & £3K. **NK to send costings to EI. EI to look into the possibility of getting a grant. NK to amend letter and send to Head.**

8. AOB

- Forward planning – get costs for items like rugby posts, secure, lockup, grass cutting equipment, goal posts etc with a view to investigating the possibility of grants for as many as possible.
- EI wanted to update parent expectation regarding use of the car park. The committee feels it is unlikely that the car park will be available for use prior to the 2021. It is hoped that the Playground works will be able to be carried out as soon as possible and they are likely to want to use the car park for access and to store equipment.
- **SB to consider what local fundraising can be carried out within current (and potentially stricter future) COVID restrictions.**
- Need to advertise the next meeting wider – ask people to email if they want a zoom invite.

NEXT MEETING WEDNESDAY 11th NOVEMBER 2020

Table of Actions

Person Responsible	Action Required	Date Completed?
EI	<ul style="list-style-type: none">• EI to looking into possibility of getting a grant for CCTV system.• EI to update school parents regarding opening of car park.	
NG	<ul style="list-style-type: none">• NG to add self to Barclays, no need to remove MM.• NG to choose which free accounting package to use prior to next meeting.• NG will send round projections of costs and incomes	15/10/20
NK	<ul style="list-style-type: none">• NK to chat to David Cashmore re trees and shrubs and raise concerns regarding rotting fruit, wasps, children's safety etc with Parish Council next week.• NK to send costings of CCTV system to EI.• NK to amend letter and send to Head.	
MM	<ul style="list-style-type: none">• MM to send around retrospective accounts from Bulley Davey once received.	

SB	<ul style="list-style-type: none"> • SB to consider what local fundraising can be carried out within current (and potentially stricter future) COVID restrictions. • SB to obtain Insurance Quote • SB to write to VHC with our thanks. SB to invite Titchmarsh committee member to next meeting. Committee member to email questions for him to SB in good time prior to meeting. • SB to give EI access to glaphornplayingfield@gmail.com address • SB to forward a copy of minutes to new attendee JC-J. • SB will send 'round minutes 1 week before the next meeting with an agenda. 	
EVERYONE	<ul style="list-style-type: none"> • to think about and get a quote or two for any items they think we could potentially apply for. Lock up, lawnmower etc 	