

# Glaphorn Playing Field Association

## GPFA Meeting Minutes: Wednesday 23/02/2020 (Video Conference)

Present: MM, SB, DC, CS, EI, JC-J & NK

**1. Apologies – Gillian Bland & Sarah Earl. Minutes reviewed, agreed and signed by NK.**

**2. Review of Actions**

NK - has received a holding letter from Head. She needs to talk to the Trustees but does not foresee any issues with our proposal.

MM – Mowing rota: Greg Bliss is happy for us to use his machinery for the time being.

**MM will draw up a Mowing Rota.**

SB – Car Park procedure - to be discussed later in the agenda.

JC-J Committee's thanks for sorting out the grit bin.

**3. Current status update**

- Last remaining planning condition discharged – issue about boundary screening which had been missed but planner agreed it was superfluous to requirements.
- MM is going back to National Lottery for the final holding amount - £ 3,750
- FCC has paid Kompan for equipment and outside gym company. Kompan actually undercharged by £618 so they have gone back to look at their numbers. However, if FCC pay out the agreed grant this is money that could be put to additional work on the play area.
- MM has a meeting with Kompan on Thursday to discuss matting. (This has now been delayed until Tuesday).
- Play area looks better but the ground conditions are not great.
- Field still needs sand-slitting, reseeding and weeding – scheduled for April.
- We are up to date with Carrick bills.

**4. Car Park:**

**a. Rota**

Rota is pretty much sorted. Agreed that we will start a WhatsApp group with everyone from the committee. **NG to create group.** This can be used if someone needs to swap their "shift". Agreed that this first rota will run from 6<sup>th</sup> March 2021 until 2<sup>nd</sup> July 2021.

**b. Procedures**

Went through draft procedures document. All acceptable but replace the requirement for a specific phone number with the WhatsApp group. **SB to amend document.** We can use this for any queries amongst the group or any worries or concerns.

We discussed changing the school gate code. For safeguarding reasons school will probably want to change the code and keep it confidential. It was agreed

that we either need one person to have the code or we need to be able to contact someone who has it when school is shut in case of emergencies. **SB will include these questions in letter to the Head when we write to let them know that the car park is opening up.**

Agreed that we need to have an emergency number on signs. **JC-J to look into options for numbers that would be virtual. Could it be tagged to the WhatsApp group?**

**c. Security Lighting?**

EI shared screen for proposed security light option: 1200 Lumen Solar LED Security Light. Cost £50. Committee agreed and EI happy to purchase and request refund on expenses.

**d. Opening Date**

Agreed to open the car park on Saturday 6<sup>th</sup> March so that village has first use prior to school reopening to all children on Monday 8<sup>th</sup> March.

**5. Play Area**

- a. **Ground Matting** – some discussion regarding whether or not more matting is needed. Due to the boggi-ness of the ground we may need a more disruptive solution but it was agreed that we should look at additional matting for the time being and keep an eye on the situation. MM to meet Kompan on site on Thursday 25<sup>th</sup> (now moved to Tuesday 2<sup>nd</sup> March) to discuss options. **MM to report back to committee after meeting.**
- b. **Soft opening date** – agreed to wait until MM has meeting but keen to open soon. Agreed that it would be unfair to wait until grass is firmly established as that would be months. A few more weeks of dry weather would benefit the ground and may allow us to lay turf or additional matting.
- c. **Maintenance checks** – SB showed everyone the suggested maintenance checklist from Kompan for the playground equipment. We must regularly check the area and equipment for our insurance to be valid. MM has agreed to check it for the first month and then NG will draw up a rota. It will need to be checked once a week. It was suggested that an individual has the responsibility for checking for a month before passing it on. SB asked for suggestions on how we store this information as it is important that we keep records of our checks. Suggested that whoever checks takes a photo of the completed and dated checklist. SB will then periodically upload these to Dropbox account.

**6. & 7. Additional Items/ Targets for future fundraising**

Targets for fundraising to be carried forward to future meeting. **All committee members asked to consider what items might be needed and obtain examples and costs. SB to look at litter bins – options and costs. NK to find out about collection by the council.**

**MM to meet with Rugby Club to discuss what fixed sports equipment they would desire.**

Benches seem to be a good item to focus on for fundraising.

Bike Racks are part of the Parish Council's responsibilities.

MM's offer to apply to the Maud Elkington Charitable Trust for some additional funding was agreed. He will include the items mentioned above.

## 8. Grass Cutting/ Field Maintenance

See Review of Actions item earlier

## 9. Admin – Dropbox Account

SB has been uploading documents into the Dropbox account created by NS. Agreed that it is worthwhile having a central storage point for these documents and records but account keeps saying it is running out of space. SB has asked committee to think about what our options might be. Cheapest Dropbox account is around £8 a month.

### Table of Actions

Person Responsible	Action Required
EI	<ul style="list-style-type: none"><li>•</li></ul>
NG	<ul style="list-style-type: none"><li>• NG to create WhatsApp group</li></ul>
NK	<ul style="list-style-type: none"><li>• NK to find out about collection by the council.</li></ul>
MM	<ul style="list-style-type: none"><li>• MM will draw up a Mowing Rota.</li><li>• MM to report back to committee after meeting with Kompan re matting.</li><li>• MM to meet with Rugby Club to discuss what fixed sports equipment they would desire.</li></ul>
SB	<ul style="list-style-type: none"><li>• SB will include these questions in letter to the Head when we write to let them know that the car park is opening up.</li><li>• SB to amend Procedures document</li><li>• SB to look at litter bins – options and costs.</li></ul>
JC-J	<ul style="list-style-type: none"><li>• JC-J to look into options for numbers that would be virtual. Could it be tagged to the WhatsApp group?</li></ul>
EVERYONE	<ul style="list-style-type: none"><li>• All committee members asked to consider what items might be needed and obtain examples and costs.</li></ul>

**NEXT MEETING Tuesday 23<sup>rd</sup> March 2021 7:30pm Zoom**