

Glaphorn Playing Field Association

GPFA AGENDA Tuesday 25/05/2021 7.30pm Teams Meeting

1. Apologies (CS, JH, NG), review and sign off of last meeting minutes.
Attending SB, NK, MM, DC, JCJ, EI & GB

SB to email Sarah Earl to check if she wants to be on the meeting list.

2. Review of Actions

Person Responsible	Action Required
GB	To create a coversheet for Ts and Cs see questions later in the minutes.
NG	To take over phone from JC-J and to create rota ongoing rota for Maintenance Checks and Phone See appendix with updated rotas.
NK	<p>To bring up the possibility of pedestrian access gate from top of car park on to track with Parish Council & Wilkinsons . PC going to write to Wilkinsons to ask if it would be possible. NK going to write personally to Ian too.</p> <p>To chase bin collection PC getting details about having a bin for the car park – so a PC responsibility – will have to be a specific type of bin. Will empty it weekly for £54 a year. Will have one bin at the top end of the car park and not one inside the playground area.</p> <p>Re: free electricity via CCTV & remote opening ‘exchange’ with school for occasional use. NK has had a quote and a site meeting. Quote has come in at about £4K. NK will be going back to get a lower quote and meeting with temporary site manager for the school.</p>
SB	<p>To take over Maintenance Checks from MM Done</p> <p>To write to school to ask if we can empty bin temporarily into theirs. Done and school have kindly agreed.</p>
EI	<p>To contact Premier Sports to make them aware of the playing field for the Autumn term onwards. Contacted Kids for Fitness. He was aware of the facility but would need access to toilets. EI had suggested that he approach the school for access to hall and Red Kites toilet facilities (potential extra income for the school too)</p> <p>NK – Rugby club is interested for a spill-over use on an adhoc basis.</p>

Everyone	
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2. **Playing Field: - Re-open to use while the work is unfinished(/barely started) Or put up barriers?**

- MM has had a discussion with consultants to discuss when work can recommence. If there is a dry patch for a few weeks there is a possibility that it could be done.
- Yes could allow casual use of the field and let school know. Ask people to stay off the sand piles. **SB will put info in village newsletter and inform school.**
- Grass does need cutting again. We need to sort out how we're going to do that.
- Need safety fencing of some sort to keep people off once the work is done.
- For the next agenda we need to sort out the lockup and the mower. We have not been able to sort out the "beg, steal or borrow" option and we need to get the ball rolling as it will be months before we can fund it.

3. **Rotas**

- In NG's absence the draft rotas were reviewed and gaps filled. See appendix for current rota.
- **SB to check insurance docs to see how often it needs to be checked.** Carry on with weekly checks until we can confirm that fortnightly or monthly might be acceptable.

4. **Gillian's Ts and Cs Questions**

- How is form going to be presented? How do people book and how do they get the forms? NK – village hall works so that when someone writes an email to request a booking, we get the details and then we send the booking form back to the enquirer with questions. The price is then dependent on those answers. Part of tick sheet is "have they read the rules". We can put them all in one document. **NK will send Gillian what the Village Hall has.** Hallmaster system has a "temporarily booked" and "confirmed booked" status visible on the calendar.
- Payment terms – needs to be made in advance. Should we also have a deposit? Get given a slot and have a week to pay and if they don't then slot is released. A deposit is important to encourage good behaviour. 48 hours cancellation option.
- Brief VAT discussion. **MM to look into it.**
- **SB to let GB know about the liability insurance.**
- **SB to send NK COVID sign to put back up on the gate.**

5. **AOB**

- NK has been working on a document with David Cashmore and David Chapple to work out who's responsibility is what between the Parish Council and the PFA. Who's responsibility is it to replace worn equipment etc. Once NK feels it is reasonably fair it will come our way for review.

Person Responsible	Action Required
GB	To continue to work on Ts and Cs once information received from other members of the committee.
MM	MM to look into VAT issue for booking the field. To continue liasing with Carrick regarding sandslitting work.
NG	
NK	NK will send Gillian what Ts and Cs the Village Hall has. NK to write to Wilkinsons regarding possibility of pedestrian access on to track from top corner of car park.
SB	SB to let GB know about the liability insurance. SB to send NK COVID sign to put back up on the gate. SB to check insurance docs to see how often it needs to be checked. SB will put info in village newsletter and inform school.
EI	
Everyone	

Next meeting Monday 21st June 8pm

APPENDIX - ROTAS

Telephone Rota

<u>Month</u>	<u>Responsible</u>
June	Naomi Green
July	Sue Bradley
August	Nick Knowles
September	Joanna Joyce
October	Naomi Green
November	Joanna Joyce
December	Debbie Carmichael

Playground Inspection

<u>Month</u>	<u>Responsible</u>
June	Naomi Green
July	Sue Bradley
August	Malcolm Moss
September	Sue Bradley
October	Naomi Green
November	Nick Knowles
December	Sue Bradley

Gate Rota

5 July – 5 September

<u>W/c</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
<u>Regular Gate Opener</u>	Deb	Naomi	Naomi	Naomi	Sue	Elli	Cheryl
<u>5 July</u>	Gillian	Naomi	Gillian	Gillian	Sue	Elli	Cheryl
<u>12 July</u>	Gillian	Gillian	Gillian	Gillian	Sue	Elli	Cheryl
<u>19 July</u>	Gillian	Gillian	Gillian	Naomi	Sue	Malcolm	Cheryl
<u>26 July</u>	Deb	Naomi	Naomi	Sue	Sue	Malcolm	Cheryl
<u>2 August</u>	Deb	Elli	Naomi	Naomi	Debs	Elli	Cheryl
<u>9 August</u>	Deb	Naomi	Naomi	Naomi	Elli	Elli	Elli
<u>16 August</u>	Deb	Naomi	Naomi	Naomi	Sue	Malcolm	Sue
<u>23 August</u>	Deb	Nick	Nick	Nick	Sue	Malcolm	Cheryl
<u>30 August</u>	Deb	Naomi	Naomi	Naomi	Sue	Elli	Cheryl
<u>6 September</u>	Deb	Naomi	Naomi	Naomi	Jo	Elli	Cheryl