

## Porlock Recreation Ground Management Committee

Charity no. 304615

### Minutes of the Meeting held at Porlock Recreation Ground Pavilion on Wednesday July 4<sup>th</sup> 2016 at 7.30pm

**Members present:** Mike Lynch, Wendy Lynch, Russell Vowles, Nic Vowles, Steve Spurrier, Terry Gable, Keith Green, John Healy, Ivor Jones, Jane Thicknesse.

#### **1. Apologies**

Mike Dyer

In the absence of the Chairman, Mike Dyer, the Secretary proposed and the Treasurer seconded that Mike Lynch (Vice Chairman) chair the meeting. The proposal was accepted nem.com

#### **2. Public Session**

Two members of the public (Ian Fraser and Andy ?) attended to enquire about the position regarding the playing of cricket and the cricket pavilion. The Vice Chairman explained the current position about the condition of the pavilion and the Committee's concern, but reinforcing that our much preferred solution was for it to be repaired and not removed. He also stressed that the Committee were extremely keen for cricket to be played regularly at all levels. The Vice Chairman went on to say that he was optimistic that with the input of David Hancock, Parish Councillor, work on the pavilion would commence shortly. The discussion concluded with a request for the Cricket Club to supply a representative to become a member of the committee which would be beneficial for everyone.

#### **3. Minutes of the Meeting May 4<sup>th</sup> 2016**

##### Amendments

There were no amendments and the Minutes were signed as a true and correct record.

##### Matters arising

- i. The Secretary reported that she had received an email from Chris Jelly saying that unfortunately the Exmoor Icon Project would not be taking place on the Recreation Ground this year but was optimistic that it might still happen in the future. The Secretary was asked to inform Chris Jelly that we would be interested in future years. **Action: Secretary**
- ii. The Secretary reported that Mr David Emery, Principal Debt and Recovery Officer for WSDC had considered the Committee's appeal and that only £80 (instead of £1200) would need to be paid for 2016-17 Business Rates. Additionally no back payments (total £6324) would need to be paid.

#### **4. Correspondence**

Correspondence had been received from:

- i. Exmoor Trust awarding a grant of £500 to the Toddler Group for much needed new equipment.
- ii. The RoSPA Play Inspection report which listed the overall risk rating as medium and recommended various remedial actions. **Action: Chairman, Vice Chairman and Secretary**

#### **5. Cricket Pavilion**

This item had already been discussed at the Public Session

## **6. Country Fair**

The Vice Chairman updated the Committee, reporting that things seemed to be on track (apart from the delay in trestle table construction) and that there would be a final meeting of the CF Sub-Committee on Thursday 28<sup>th</sup> July at 7.30pm.

After discussion about the merits of a new marquee v gazebo it was decided that a new 10x4m elite marquee would be purchased in time for this year's CF. **Action: Vice Chairman**  
It was suggested that the old marquee could be used for making various storage bags.

## **7. Marquee/Tent Hire**

The Vice Chairman asked the Committee to reconsider the decision made at a previous meeting when it had been decided that marquees would no longer be hired out privately. He suggested that they should be available for people to hire if they wanted to hold the event on the Recreation Ground. It would be conditional on the hirer being able to provide the work force to set up and dismantle the marquee and a member of the Committee being available to supervise. The Committee agreed **nem.com**

Russell Vowles suggested that sheets listing the parts for each marquee and instructions for erection should be produced and laminated to help in the future. It was also suggested that there could be an additional charge for a wet weather dismantle.

A discussion about appropriate charges took place and Keith Green offered to investigate commercial rates. **Action: Keith Green**

## **8. Chairman's Report**

In the absence of the Chairman the Secretary reported on his behalf:

- i. Dead trees in the CPA and in the boundary hedge which would need removing this winter.
- ii. That there was a legal commitment to replace any trees that have died – there are at least two and a third in the gap near the Scuddy Tree should be considered.
- iii. As this is the 100<sup>th</sup> anniversary of the Somme it would be timely to appraise the trees planted in the memorial/remembrance garden ensuring the correct number are in place.

## **9. Treasurer's Report**

The Treasurer produced a print out of the accounts for the first six months of the year. Also included were the projected figures for the rest of the year and a comparison with the previous three years.

The Treasurer also reported that the bank and savings accounts were in healthy positions. A discussion followed about improvements to the Recreation Ground and the facilities and it was agreed that a programme of major projects, listing priorities (CPA, MUGA, exterior re-decoration and showers) should be drawn up. In the more immediate term the following was decided:

- i. Remove external shutters on the front windows of the pavilion but store in case they needed to be replaced at any time. (Alternatively new roll down shutters could be considered in future). **Action: Vice Chairman and Keith Green**
- ii. Change the glass on the front and rear windows of the main room of the pavilion to clear glass to enable people to enjoy the view and more natural light. This would cost £520. **Action: Vice Chairman**
- iii. David Hancock to be asked about internal improvements to the Pavilion including redecoration. **Action: Vice Chairman**
- iv. Cost of obtaining additional bins for the CPA to be investigated. **Action: Keith Green**

- iv. Consider replacing the main doors with French doors (laminated glass) to improve the appearance of the Pavilion. Quotes to be obtained. **Action: John Healy and Russell Vowles**
- v. Replace broken glass in the shower room window. **Action: Vice Chairman**
- vi. Have disabled and baby change loos checked as both can be problematic. **Action: Vice Chairman**
- vii. Immediate work needing doing included the lights in the showers, extractor fan in the showers and external security light which was again not working. **Action: John Healy**

#### **10. Any Other Business**

- i. John Healy reported that a Ladies Football Team would definitely be playing regular fixtures at Porlock in the coming season. It was suggested that the Ladies Captain was invited to have a look at the current facilities to pass comment. **Action: John Healy**
- ii. John Healy reminded the Committee that there would a Charity Football Tournament taking place on Sunday 31 July. The Committee agreed to waiver charges.
- iii. The Vice Chairman informed the Committee that there was currently no insurance on the CPA, MUGA and tennis court and questioned whether this was correct. The cost of insuring would be approximately £219 for a year. The Committee decided not to proceed with insuring these facilities.

#### **Date of Next Meeting**

Monday 5<sup>th</sup> September 2016 at 7.30pm.