

**Porlock Recreation Ground Management Committee**  
Charity no. 304615

**Minutes of the Meeting held at Porlock Recreation Ground Pavilion on Wednesday November 16<sup>th</sup> 2016 at 7.30pm**

**Members present:** Mike Lynch, Wendy Lynch, Terry Gable, John Healy, Steve Spurrier, Keith Green Jane Thicknesse.

**1. Apologies**

Russell Vowles, Nic Vowles, Young Sook Bradly, Kim Ely, Ivor Jones

**2. Public Session**

No members of the public were in attendance

Mark Wilton was in attendance as the representative of the Porlock Cricket Club as Phil Weaver (nominated representative) was unable to attend.

**3. Minutes of the Meeting October 10<sup>th</sup> 2016**

**Amendments**

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

**Matters arising**

- i. The Chairman reported that the 5 bags for storing the marquees were now ready and would be collected imminently..
- ii. The Chairman said that Alan Leonard, electrician, had been delayed coming out to do the lighting work (and to look at the trip switch problem) but was now scheduled for Monday 21 November.
- iii. It was reported that Colin Sage had been instructed to do the decoration of the main hall and work had already started. It was hoped that the majority of the work would be done during December.
- iv. The Treasurer reported that she had received a final quote of £391.80 for the new blinds and curtains (two blinds for the front windows and curtains for the main doors.) It was agreed that this was a very reasonable and acceptable quote and the Treasurer was asked to place the order. **Action: Treasurer**  
There was a brief discussion about whether to paint the new doors or to stain them. A vote was held and the decision was for them to be stained.
- v. The Secretary reported that the organisers of the ESF Football Festivals had agreed to pay a slightly increased amount (£450 per weekend) for the use of the pitches and changing facilities. Kitnors had also agreed to do the catering for both weekends. John Healy mentioned that a couple of years ago the tournaments had gone ahead when the pitches were not suitable. He felt that this did unreasonable damage to the pitches and was also dangerous for the players. He asked that a close eye was kept on the conditions before and during future tournaments to ensure that the pitches were playable and if not to cancel the event.
- vi. The Secretary reported that the replacement scrambling net for the Multiplay had been ordered (expected end of November) and that the Zip Wire was also due to be mended in the foreseeable future.
- vii. The Secretary informed the Committee that the new fridge freezer had been delivered.

**4. Correspondence**

The Secretary reported that a letter from the Valuation Office Agency had been received. This informed that the draft rateable values which will be used to calculate the business rate bill (due in March 2017) were available online. It was discovered that the base rate has increased from £13.50m<sup>2</sup> to £25.00m<sup>2</sup> which gives an estimated bill for the Recreation Ground of £1189 (including transitional relief). Once the bill has been received from WSDC there will be a chance to apply for charitable relief of 80% and discretionary relief of up to 100%.

The Secretary also reported that Malcolm Sage had been in touch as the tennis court appears as part of their property and he believes it is included in their business rates bill. The Secretary is investigating. **Action: Secretary**

## **5. Committee and New Members**

The Chairman reported that Porlock Cricket Club were keen to have a representative on the Recreation Ground Committee and that it was nice to have someone from the club at this meeting.

The Secretary informed the Committee that Young Sook Bradly who had attended the last meeting was also keen to join the Committee and suggested that she was co-opted for the rest of the year.

The Chairman went on to say that he was keen to increase the numbers on the Committee which would reduce the workload on members as well as bringing new ideas. (At the moment the Governing Document limits the committee to 6 elected members, 3 co-opted members and representatives from local groups/organisations but with the move to becoming a Charitable Incorporated Organisation it is proposed to have a minimum of 3 members but no maximum.)

## **6. Programme of Future Work**

The Chairman spoke about the list of proposed works (Appendix 1) that he had circulated before the meeting. This was a first draft and people were very welcome to come up with more suggestions of things that would help to maintain and improve the Rec. Having created a wish list, the next steps would be to obtain quotes for the work, see if there would be grants available for some/all of the work and then decide what is possible. The Chairman suggested that the programme could take up to 5 years (or more) depending on the number of items on the list and what money is available.

## **7. Charitable Incorporated Organisation**

Prior to the meeting the Chairman had circulated an email about the progress he had made with the application to become a Charitable Incorporated Organisation. The draft constitution was attached. The Chairman stressed that he was making recommendations, not decisions, and requested that Committee Members read the document and come back to him with any observations or thoughts as soon as possible. He would like to get the document sent to the Charity Commission before Christmas and they should make a decision within 40 days. If approved the new CIO will be registered and assets from the current charity will be transferred. Once this is complete the old charity can be kept as a shell or be dissolved completely.

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

The Chairman started his report by asking members to read a handout entitled 'Thoughts for the Way Forward' (Appendix 2). This was met with approval. He went on to speak about insurance and reported that Came and Company, who had stepped in to provide public liability insurance, were able to cover all the insurance requirements (including the Country Fair, tractor, buildings and contents) and at a better price (£796) than for the various policies currently held (£1325). It was agreed that it would be much easier to have everything covered by one policy as

this would be much easier to manage and would also ensure nothing fell between the gaps. Old policies would be cancelled which would result in refunds. The Chairman was thanked for his good work.

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

i. The Treasurer produced a print out of expenses for 3 October to 16 November 2016. Items of particular note were a donation of £200 from Porlock Horse Show (for the use of trestle table and chairs) and £750 from PPC (second part of annual grant). The Secretary was asked to write to thank both organisations for their generosity. **Action: Secretary**

Balances were as follows:

Treasurer's Account: £20, 974.39

Asset Replacement Fund: £5,500

Playground Replacement Fund: £10,004

## **10. Any Other Business**

i. Rec Fest 2017

Prior to the meeting Steve Spurrier had circulated an outline plan for the 2017 Rec Fest (26 August 2017) and wanted to know if the Committee would agree to the event being held. It was felt that much more detail was required before a decision could be made but it was suggested that the Committee could approve an agreement in principle with all the required detail and assurances being discussed at another meeting. This was met with unanimous approval by the Committee. Attendees at the subsequent meeting will be Steve Spurrier, Mike Lynch, Keith Green, Terry Gable, John Healy and Jane Thicknesse (unable to attend) and it would take place on Wednesday 23<sup>rd</sup> November at 6pm at The Castle. The Committee were asked to email the Chairman with any questions they might have about the proposed Rec Fest by the weekend. This list would be sent to Steve Spurrier prior to the meeting.

ii. Country Fair 2017

A meeting of the Country Fair sub-committee was arranged for Wednesday 30<sup>th</sup> November at 6pm at the pavilion.

iii. The Secretary reported that she had been working with Nic and Russell Vowles on the new diary page for the website. It was hoped to have this up and running by the beginning of 2017. **Action: Nic Vowles, Russell Vowles, Secretary**

iv. The Secretary informed the Committee that she had been following up the Planning Application for the Boules Court and stone walling to the entrance on Parsons Street with ENP. All the necessary documentation had been sent and she was optimistic that the application would be validated and registered shortly. A further update would be provided at the next meeting. **Action: Secretary**

## **Date of Next Meeting**

Wednesday 11<sup>th</sup> January 2016 at 7.30pm.