

## Porlock Recreation Ground Management Committee

Charity no. 304615

### Minutes of the Meeting held at Porlock Recreation Ground Pavilion on Wednesday January 11<sup>th</sup> 2017 at 7.30pm

**Members present:** Mike Lynch, Wendy Lynch, John Healy, Steve Spurrier, Keith Green, Young Sook Bradly, Russell Vowles, Nic Vowles, Jane Thicknesse.

#### **1. Apologies**

Ivor Jones, Terry Gable

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

No members of the public were in attendance

Andy Woodcock was in attendance and was welcomed to the Committee as the nominated representative of the Porlock Cricket Club by the Chairman.

#### **3. Minutes of the Meeting November 16<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 had now been collected and requested Keith Green's help in stowing the marquees in their new homes. **Action: Chairman and Keith Green**
- ii. The Chairman said that Alan Leonard, electrician, had again been delayed coming out to do the lighting work (and to look at the trip switch problem) but was now scheduled for Thursday 12<sup>th</sup> January.
- iii. Decoration of the Pavilion was now complete. The Committee agreed that it was a huge improvement and that Colin Sage had done an excellent job.
- iv. The Treasurer reported that new blinds and curtains were to be fitted during the week of 23<sup>rd</sup> January.
- v. The Secretary reported that the replacement scrambling net for the Multiplay had been made and should be delivered shortly. The final cost for the net, fixing bits and some new swing links was £1142. The zip wire had also been fixed at a cost of £505.
- vi. The Secretary informed the Committee that she had been in touch with the Valuation Office and WSDC re the confusion over the tennis courts. As of 20 December 2016 they have now been correctly assigned to the Rec (removed from the Bowls Club listing) resulting in the rateable value for 2016-17 increasing from £2300 to £4350. (Tennis courts are £750 each and lighting equipment is an additional £550). Fortunately with mandatory charity relief and an additional discretionary relief the outstanding amount for the current year is £19.93.  
The Secretary also said that in addition to this there has been an overall revaluation of rateable values throughout the country meaning that will be another new rateable value from April 2017. This is estimated at £5400. Once the bill from WSDC has been received mandatory charity relief (80%) and discretionary relief will be applied for, hopefully reducing the total considerably.  
**Action: Secretary**
- vii. Steve Spurrier reported that progress was being made with Rec Fest 2017.

#### **4. Correspondence**

- i. The Secretary reported that she had received an email from Porlock Bowls Club informing the Committee that they would not be progressing the plan to build an indoor rink.
- ii. ENP had been in contact stating that there had been some comments and an objection to the proposed site for the Boules Court. The main concerns were the bogginess of the site, difficulty of access and noise/intrusion of privacy. The Chairman, Secretary and Russell Vowles had looked at alternative locations and suggested that it might be better placed just inside the main gate to the Rec. This would make for much easier access and would also be close to loos, bins and the car park and could mean that the court is used more frequently. Russell Vowles said that the only problem with the new proposed location was the slope (a drop of about 60cm over the 15m length) which would make construction more difficult. He suggested two other possible sites and it was agreed that anybody interested would meet to look at the possibilities so that a decision could be made and a reply sent to ENP with a proposed new site. **Action: Russell Vowles, Chairman, Andy Woodcock and Secretary**

John Healy asked if the Football Club could have the turf when the court was constructed (Mike Dyer has volunteered to do the work) as it would be useful for the football goal mouths.

## **5. Programme of Future Work**

The Chairman reported that various quotes for the items on the list of proposed works had been received with more to come. These included work on the equipment and rubber matting) in the CPA, the resurfacing of the MUGA and the cost of replacing the rotary mower on the back of the tractor with a gang mower. This last item had been keenly requested by Ian Cape (groundsman) as gang mowers cut the grass more finely (easier dispersal) and also roll the area each time, producing a much better finish. It would also mean that the cricket outfield would be much improved.

The Chairman requested that the Committee consider spending up to £3000 to buy this new piece of equipment. It was proposed by John Healy, seconded by Keith Green and agreed **nem.**

**Action: Chairman**

## **6. Cleaning and Litter**

i. A discussion took place regarding the merits of having a regular cleaner now that the Pavilion was in such good condition. The Committee agreed that this would be sensible way forward and that a list of duties/responsibilities should be drawn up. John Healy indicated that he could be interested in the job. **Action: Wendy Lynch and Secretary**

There was also discussion about future bookings and the Secretary reported that a diary showing availability and all the information required for booking would very soon be on the Porlock Rec website. **Action: Secretary**

ii. It was agreed there was insufficient rubbish bin space available (even during the winter months) resulting in litter accumulating in some places. Larger bins by the disabled loo, main gate and in the CPA would be sensible, with the old ones being recycled at other locations. This was agreed with the aim of providing suitably large, long lasting bins at the most reasonable price possible.

**Action: Secretary**

iii. It was suggested that the Dog Field needs more advertising as many people, particularly visitors, do not know either where it is or that dogs can be let off their leads there. If a map and some information were displayed at the entrances to the Rec it would make people more aware of this facility and possibly help to improve the ongoing problem with dog mess on the main Rec.

**Action: Nic Vowles**

## **7. Charitable Incorporated Organisation**

The Chairman informed the Committee that having highlighted a few amendments he had sent the final version of the application to become a Charitable Incorporated Organisation to everyone. He asked everyone to read it and to let him have any comments by Wednesday 18<sup>th</sup> January. After this he would submit the application to the Charity Commission. The estimated time for the Charity

Commission to make a decision is 40 days. Once approved the new CIO will be registered and assets from the current charity will be transferred and then the old charity can be kept as a shell or be dissolved completely.

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

- i. The Chairman started by thanking Russell Vowles and his father for their excellent work in replacing the Dog Field fence. It works very well, looks fantastic and has received many favourable comments.
- ii. He reported that the first meeting for the Country Fair 2017 had taken place and everything was currently on track with letters going out to previous and potential sponsors and the main event already booked.

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

- i. The Treasurer started by thanking Young Sook Bradly for agreeing to take over as Treasurer. This was proposed by the Treasurer, seconded by the Secretary and agreed **nem.com**
- ii. The Treasurer produced the accounts for September to December. The balances were as follows:

Current Account: £20,878  
Asset Replacement Fund: £5,500  
Playground Replacement Fund: £10,000

- iii. The Treasurer proposed a transfer of the agreed annual amount of £7300 from the Current Account to the Asset Replacement Fund. In addition £1800 which had been retained in the current account for the Boules Court (year end Dec 31 2015) would also to be transferred. This would mean the 2016 year end balances:

Current Account: £11,778  
Asset Replacement Fund: £14,600  
Playground Replacement Fund: £10,000

Proposed by Treasurer, seconded by Steve Spurrier, agreed **nem.com**

The Treasurer reported that after these transfers had been completed she would be taking the accounts to Nic Sharratt (accountant) for the annual audit.

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

- i. Porlock Football Club

John Healy reported that the Football Club had a lot of current expenditure and requested financial support from the Committee. They had recently received a grant of £1000 from One Stop but additional help would enable new goals (£666), new nets (£340), a new pitch marker (£522) and ladies football kit (£500) to be purchased. The Committee agreed to support the request for goals, nets and pitch marker but not ladies football kit. **Action: John Healy and Treasurer**

- ii. It was agreed that cork boards should be bought to enable the Toddler Group to display their art and craft work. It was suggested that notices were displayed reminding people not to use blue tack or sellotape on the walls and doors and that this information was also put into the Booking Conditions for the Pavilion. Russell Vowles offered to place some hooks at discreet places within the Pavilion to allow people to hang banners, balloons etc. **Action: Secretary, Russell Vowles**

- iii. John Healy reported that an extractor fan was badly needed for the showers. The Chairman agreed to ask Alan Leonard to have a look and see what could be done. **Action: Chairman**

### **Date of Next Meeting**

Monday 13<sup>th</sup> March 2017 at 7.30pm – AGM followed by Committee meeting