

Porlock Recreation Ground Management Committee
Charity no. 304615

Minutes of the Meeting held at Porlock Recreation Ground Pavilion on Wednesday 24th May 2017 at 7.30pm

Members present: John Healey, Steve Spurrier, Keith Green, Young Sook Joh, Russell Vowles, Nic Vowles, Ivor Jones, Terry Gable, Andy Woodcock, Jane Thicknesse.

Meeting 1

Steve Spurrier proposed Russell Vowles as Chairman, seconded by Young Sook Joh. The Committee agreed **nem.com**

1. Apologies

There were no apologies from Committee members.

2. Public Session

Mark Wilton, Mike Lacey and Mike Dyer were in attendance. Phil Weaver sent his apologies.

i. Mike Lacey stated that he had heard a rumour that a member of the public was attending this evening's meeting in order to be co-opted onto the Committee and to then be appointed Chairman. He said that this was illegal and that in the Governing Document it stated that the Chairman had to be one of the elected members of the Committee.

The Chairman replied that he was unaware of this rule but that it would be investigated.

ii. Mike Lacey expressed concern that some meetings (or parts of meeting)s were closed to the general public. The Chairman replied that this was necessary to enable some sensitive issues to be discussed and for the Committee to be able to do their work uninhibited. He also informed Mr Lacey that he'd checked with the Charity Commission and there was no legal requirement to hold any public sessions at meetings with the exception of the AGM.

iii. Mark Wilton was concerned that the minutes of meetings were not available to the public. The Secretary replied that after minutes had been approved she took a set down to the Visitor Centre where they are available for anyone to read. They are also put up on the Porlock Recreation Ground website. (Similarly to the public sessions, there is no legal requirement for the minutes to be publically available.)

On completion of discussions Mark Wilton and Mike Lacey left the meeting.

3. Committee Composition

i. The Chairman reminded everybody that at the last meeting the Committee had voted to co-opt Mike Dyer onto the Committee. At this point Mike Dyer left the room to enable a discussion to take place. John Healey wanted to know why Mike Dyer wanted to come back (having only left 6 months ago), the order of events leading up to his offer to return and to have reassurance that if he did come back there would be no reinstatement of an Executive Committee. The Chairman and Secretary informed the Committee of the timetable of events, their understanding of why Mike Dyer had offered to return and that things had moved on and that, with the help of email (new rule to be added to the Governing Document), everybody had the chance to be involved in all decisions.

Mike Dyer returned to the meeting, a further discussion took place and then a vote was held to co-opt him back onto the Committee. The result was 7 in favour with 3 abstentions. Mike Dyer joined the meeting.

ii. Andy Woodcock suggested that in view of the discussions at the Public Session it might be sensible to investigate further before electing a permanent Chairman. All were in agreement and Russell Vowles agreed to continue to chair the remainder of the meeting.

4. Minutes of the Meeting on Thursday 13th April 2017

Amendments

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

Matters arising

None

5. Correspondence

- i. The Secretary had received a letter from Mr Nurse of Crawter Drive expressing concern that the Cricket Pavilion might be demolished and replaced with something better as a result of the legacy. The Secretary had replied saying that there was no intention for this to happen and that restoration work had already started on the Cricket Pavilion.
- ii. A letter had been received from Mr Walker of Crawter Drive complaining about the noise caused by the zipwire. The Secretary had replied as diplomatically as possible but saying that there was really very little that could be done.
- iii. The Business Rates for 2017-18 had been received. The original bill totalled £2586 but with mandatory charity relief (80%) and discretionary relief (13%) it had been reduced to £162.

6. Charitable Incorporated Organisation

The Chairman reminded the Committee about the principles of the CIO, why the Committee had decided to set one up and the current status of the process to set one up and transfer assets from the original charity to the new CIO.

Because of Mike Lynch's resignation and the Secretary's absence he had been moving things on and was not sure that the new CIO was the correct model for the Recreation Ground. There are two models for CIOs - Association and Foundation. They are very similar but the big difference is the voting rights. The Foundation Model is for charities where only the Charity Trustees are entitled to vote. The Association Model is for charities with a wider membership and allows members the same voting rights as the Charity Trustees. The new CIO for the Recreation Ground is currently the Association Model. After discussion with the Charity Commission and Porlock Parish Council it would seem that this might not be the best model because of the implications of members having the same voting rights as Charity Trustees.

A discussion took place after which the Chairman proposed that the current Association Model CIO is dissolved and that we investigate whether continuation as we are now with enhanced liability insurance or other models such as a Foundation CIO would be more suitable. This was agreed **nem.com** and the Chairman was thanked for his work and for bringing this to the attention of the Committee. The Secretary offered to start work on investigating possible new models.

Action: Secretary

Mike Dyer said that it is possible for a charity to set up an endowment which prevents assets being sold. It was thought that this might be a sensible way forward for the Recreation Ground and would be investigated further once the way forward had become clearer.

7. Amendment to Governing Document

The Chairman explained that the current Governing Document only allows for decisions to be made by votes in formal meetings. The new CIO addresses this and allows decisions to be made out of committee by email or in writing. He suggested that as it might be a while until we are operating under the new CIO it would be sensible to create a rule for the current Governing Document allowing us to make decisions in this way. The Committee agreed that this would be a good way forward and

would ensure everybody was involved in all decision making without the need for additional meetings.

It was agreed that suggested wording for the new rule would be circulated by email and a formal resolution would be voted on at the next meeting. **Action: Russell Vowles and Secretary**

8. Country Fair

- i. Ivor Jones reported that there was good response from traders. He had sent out reminders recently and was optimistic for further bookings.
- ii. There was a discussion about the Entrance Fee for the event resulting in a decision that, in view of the legacy, it would be reduced to £1 for adults (children free) for 2017 only.
- iii. The Secretary reported that Wendy Lynch had offered to return to the Committee as a co-opted member and was particularly keen to help with the Country Fair. Her offer was accepted with enthusiasm and she is to be invited to the next meeting. **Action: Secretary**
- iv. A Country Fair meeting is required soon – Nic Vowles to co-ordinate dates with the sub-committee (Nic Vowles, Keith Green, Ivor Jones, Jane Thicknesse, Mike Dyer, Young Sook Joh, Steve Spurrier). **Action: Nic Vowles**

9. 2017 Projects

i. CPA

It was reported that West Country Blacksmiths had been given the go ahead after the last meeting but to date work has not started. Russell Vowles agreed to chase. **Action: Russell Vowles**

The Chairman said that we had recently had a lucky miss with one of the swing shackles which had nearly worn through. It has been replaced but is a good example of why it is essential that the safety checks are carried out regularly. He also reported that some of the swing seats were in poor condition and it is possible that they could fail at anytime. It was suggested that it could be timely to replace all six (2 and 4 at a total cost of £440 + VAT. This was agreed. **Action: Secretary**

A further discussion about safety checks and the possibility of employing somebody to do them regularly took place. This person would need to attend the RoSPA training course, regularly check the equipment and complete all the necessary paperwork. John Healey said that he would be happy to do this. He then left the meeting while his employment to inspect the CPA was discussed by the Committee who agreed that he would be paid £10 per month to do the checks and paperwork. It was stressed that failure to do so would result in the work immediately being given to somebody else.

ii. MUGA

Following the last Committee Meeting the Secretary had accepted the quote of £3245 + VAT from Courtstall to re-surface the MUGA. No date has yet been set for the work to commence so she will continue to chase. **Action: Secretary**

iii. Parsons Street Entrance

Two quotes had been received from Luke Taylor for the stone walling and new gate. The quote for walling totalled £490 which included the disposal of sub soil if required. The second quote for new gates (a pedestrian gate and a vehicle gate which could be opened independently or jointly) offered the option of using either oak or standard treated posts. The Committee chose the oak posts as they would last longer and be the preferred option of ENP. The cost of this work would be £700. Both quotes were accepted and Russell Vowles was asked to inform Luke Taylor and to try to establish when the work would be done. **Action: Russell Vowles**

iv. A question was raised about gang mowers and other equipment for Ian Cape. It was agreed to defer further discussion until the next meeting.

10. Dog Agility Training Proposal

Emma who runs First Agility Dog Training has approached the Committee to ask whether it might be possible to use the area between the MUGA and the Dog Field to run regular dog agility training

classes. Initially Emma would require use of the area for one afternoon a week but if it goes well she would like the option to expand this to two afternoons. Each class would last for two hours with a maximum of four dogs and their owners at any time. Emma would provide temporary fencing, any other equipment that was required and ensure any dog mess was removed.

After discussion it was decided to give Emma six week trial period, charge £10 for an afternoon session. If necessary consideration would be given to moving this training to the Dog Field.

Action: Russell Vowles

11. Susan Taylor Legacy

i. The Chairman informed the Committee that posters had been distributed around the village (with letters/questionnaires available online and in various shop) updating the public on the result of the request for ideas and asking for volunteers in general. After two weeks only one person had come forward to volunteer but it is hoped that more may do so before the closing date (June 2nd).

ii. He said it was essential that everybody was in agreement with the way forward, particularly how ideas are evaluated, and suggested the following:

- Legacy team meetings and discussion should be separate from main Committee Meetings
- Team agenda and output should be guided by the Management Committee
- Anyone from the Committee can contribute
- A Team Co-ordinator needs to be appointed. It will be their responsibility to arrange meetings, agendas, invite external parties, summarise output etc.
- Meeting format will be flexible eg face to face, online, by phone
- Possible initial focus of team:
 - Swimming pool feasibility.
 - Short and long term investment options

The Committee agreed with these suggestions. Russell Vowles and Steve Spurrier offered to work together as the Legacy Team co-ordinators. It was also reported that Roger Hall, who has had past experience in large projects and obtaining grants, has offered his help to the Committee. More individuals with this type of experience would be extremely helpful in ensuring rigorous and robust evaluations are carried out.

iii. The Chairman reported that he and the Secretary had met with Ann Piper who had been in the swimming pool business for many years. Her opinion was that a pool needed to be 25m x 10m (overall space required would be approximately 50m x 20m) to make it viable as a commercial and community venture. Ann did not have an overall cost figure but indicated that it would be more than the legacy money and we would need match funding. She kindly offered to do some further research on cost and get back to us.

iv. The Secretary and Russell Vowles have arranged a meeting with Church House, an investment company specialising in charities on 6 June. This initial meeting (for which there is no charge) will look at short and longer term investment options.

v. The executor of Susan Taylor's estate had confirmed that an offer had been accepted on her house. The completion date is not yet known.

12. Treasurer's Report

i. The Treasurer provided the accounts for the period from 1 March to 23 May. The balances were as follows:

Current Account: £6673

Asset Replacement Fund: £14,636

Playground Replacement Fund: £10,006

Legacy: £400,000

ii. The Treasurer informed the Committee that the first legacy money had been received and was currently in the TSB Savings Account until decisions had been reached about short and longer term investments.

iii. Payment from ESF for the football tournaments is still outstanding but a reminder has been sent. A payment of £420 from Kitnors for the catering at the tournaments had recently been received.

13. AOB

- i. Terry Gable produced a list of things she considered needing doing in the short term:
 - a. Job description and advertisement for cleaner. **Action: Secretary**
 - b. Letter box (with basket) in door leading to changing rooms to help with returning of key after hirings. **Action: Keith Green**
 - c. Disabled toilet floor to be tiled before Country Fair. Further quotes required. **Action: Terry Gable and John Healey**
 - d. Smarten up the main toilet block – coat of white paint on the walls, floor to be painted and new bins. Quote required. **Action: John Healey**
 - e. A bracket on the tractor needs welding. West Somerset Blacksmiths to be asked to have a look. **Action: Mike Dyer**
 - f. The kitchen trip switch continues to be faulty. New one to be installed. **Action: John Healey**
- ii. A request had been received from Abbeyfield and the Church to borrow various marquees, gazebos, trestle table and chairs for their summer events. This was agreed. **Action: Mike Dyer**
- iii. A similar request had been received from the Carnival Committee for their Duck Race fund raising event on 28 May. Agreed. **Action: Keith Green**
- v. John Healey informed the Committee that next season there would be four football teams - Firsts, Reserves, Ladies and Walking. He also asked permission to hold the annual charity Five a Side event (and for the charges to be waivered) on the last Sunday in July. This was also agreed by the Committee.

Date of Next Meeting

Thursday 15th June at 7.30