

Porlock Recreation Ground Management Committee

Charity no. 304615

Minutes of the Meeting held at Porlock Recreation Ground Pavilion on Wednesday 6th September 2017 at 6.30pm

Members present: John Healey, Russell Vowles, Nic Vowles, Ivor Jones, Andy Woodcock, Terry Gable, Jane Thicknesse.

Election of a Temporary Chairman

Russell Vowles was proposed as Chair by Ivor Jones, seconded by Andy Woodcock and agreed
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1. Apologies

Young Sook Joh and Steve Spurrier

2. Public Session

There were no members of the public present

3. Minutes of the Meeting on Wednesday 19th July 2017

Amendments

There were no amendments and the Minutes were approved (proposed Nic Vowles, seconded Ivor Jones) and signed as a true and correct record.

Matters arising

i. The Secretary reported that Martin Ball had carried out the work in the toilet block before the Country Fair and it had been a definite improvement. Terry Gable asked if the showers, changing rooms and floors could also be re-painted. It was agreed to get two quotes. **Action: John Healey and Secretary.**

John Healey requested that the window in the showers was replaced and it was agreed to get two quotes. **Action: John Healey**

ii. The Secretary reported that she had spoken to Miles Robertson about the purchase of a defibrillator for the Recreation Ground. He will contact Phil Kempson who has provided the two defibrillators in the village about the proposal.

iii. It was reported that the tractor was still leaking diesel. Ian Cape is to follow up with Cowlings to arrange an engineer visit.

4. Correspondence

i. The Secretary reported that she had received an email from Mike Dyer offering his resignation from the Committee. Mike was thanked for returning to the Committee and serving for another period.

ii. The Secretary reported that she had received a letter from the Bowls Club asking if the Recreation Ground would help with the cost of renovating the drainage ditches. It was agreed that the Bowls Club should investigate the cost of the work and then present the information to the Committee for further discussion. **Action: Ivor Jones**

iii. A letter had been received from ENP asking for agreement to renew the permitted path that runs across the Dog Field and up the zig zag path. The Committee agreed to this request and suggested that the agreement should be extended to a 10 year term (currently 5 years). Porlock Parish Council had also been asked as the permitted path runs along Swiss Cottage lane. They have also agreed a 10 year term. **Action: Secretary**

iv. An email had been received from Mr Mins of Hawkcombe requesting that some of the legacy money be spent replacing the decaying wooden horses in the small recreational area at the top of the Horseshoe. The Secretary had spoken to the Parish Council about this and been informed that

the land belonged to the Parish Council who had decided some years ago to provide the horses for small children to climb on and not to replace a swing. This decision was because of the need for safety matting, ongoing maintenance and the fact that there were very good children's facilities in the main Rec. The Secretary was asked to reply to Mr Mins, suggesting that if he wanted to take the matter further he should contact the Parish Council. **Action: Secretary**

v. Porlock Carnival Committee had written thanking the Rec for the loan of various pieces of equipment for their recent successful event.

5. Future Structure and Limiting Trustee Liability

Russell Vowles reported that he and the Secretary were continuing to work on the new constitution and that they had just received the first draft back from Stone King (Legal Counsel). More work is required but it is hoped that it will be presented to the Committee shortly. It was suggested that a separate meeting should be held to study the draft in careful detail, ensuring all Trustees fully understand, and are happy with, the content. **Action: Russell Vowles and Secretary**

6. Susan Taylor Legacy – short term investment of funds while legacy ideas are evaluated

- i. Russell Vowles reported that we were still not in a position to be able to make a final decision regarding investment of the legacy money. The reason for this was because Stone King (lawyers) were reviewing Church House's terms and conditions and, regrettably, this had not been completed before our lawyer went on annual holiday. It is hoped that as soon as the lawyer is back a resolution can be presented to the committee and a decision can be made. **Action: Russell Vowles and Secretary**
- ii. Russell Vowles said that the executor had accepted an offer on Susan Taylor's house. John Healey reported that he had only received one reply to his request to local builders for a cost of refurbishing and that particular builder had not quoted as he was not interested in the work.

7. Country Fair

It was reported that the Country Fair had been a great success with the visitors, stall holders, sponsors and volunteers and all were very happy with the day. A total of over £3,800 profit was made and an additional £400 (approx.) was collected for the local bus fund. The wash up meeting had already taken place. John Healey reported that the electricity supply had been problematic and recommended that the current arrangements are replaced by a lockable electricity consumer unit. This would be a useful addition for the Country Fair and other events. The Committee asked for a quote to be obtained. **Action: John Healey**

8. Children's Play Area, Dog Waste Bins and MUGA Refurbishment

- i. The refurbishment of the CPA by West Country Blacksmiths was complete and it was agreed that they had done an excellent job.
- ii. The Secretary informed the Committee that she had been in touch with RoSPA Playsafety who would not comment on the safety report done earlier in the year but would come and do their own inspection and produce a report. The lead time for this is approximately 6 weeks and the cost is £225 + VAT. Now that the refurbishment work had been completed and some of the minor issues resolved, it was agreed **nem.con** to have the report done. **Action: Secretary**
- iii. It was suggested that some dog waste bins were purchased to encourage people to be more conscientious about picking up mess. Although there are bins reasonably close to the Recreation Ground there are none currently within the boundaries. A discussion took place about who would be responsible for emptying the bins (and some possible options were put forward), how many bins should be purchased, their location and their colour. It was finally agreed to purchase 3 red bins at a cost of £85 each including VAT and delivery. **Action: Secretary**
- iii. The Secretary reported that she had not made any further progress with the arrangements for having the MUGA re-painted as she was waiting for confirmation that there was a sufficiency of funds to cover the cost. The Committee agreed that the work should go ahead and, as this work was

necessary to improve existing facilities, some legacy money could be used if necessary (see Agenda Item 11 iii). **Action: Secretary**

9. Grounds Maintenance

i. Andy Woodcock reported that since Mike Dyer's departure he had taken on the task of looking at the way forward with grounds maintenance equipment. In addition to contacting two companies to obtain quotes for gang mowers and slit aerators he had met with Ian Cape (groundsman), Russell Vowles and John Healey to discuss options. Their discussions had been enhanced by a visit from Tom Jones, a sports ground specialist, who said that the first step towards improving the pitches should be to purchase a gang mower and strip aerator. By using these pieces of equipment regularly and cutting the grass more frequently, the improvement should be noticeable reasonably quickly. Tom Jones also suggested that there was some specialist work that could be done in due course. This included deep tine aeration verti-drain aeration and a herbicide and feed application.

The Committee were reminded that in addition to the cost of the new equipment (and possible specialist work), that there was likely to be an overall increase in annual expenditure. This is due to the sharpening of blades (every two years) and the possible increased hours for the groundsman due to more frequent cutting.

After discussion the Secretary proposed that a Leda Standard 3 Gang Mower, a Multi-Ject Aerator and three pairs of semi pneumatic wheels were purchased from Lloyds. The proposal was seconded by Russell and the Committee agreed **nem.con**. **Action: Russell Vowles**

ii. It was also agreed that it would be sensible to produce a long term strategy for maintaining and improving the pitches. **Action: tbc**

iii. The Secretary reported that she had received a letter about the numbers of rabbits on the Recreation Ground and the damage they were doing to the grounds and adjacent gardens. A pest control officer, Charles Harding, had been to have a look at the problem and advised that there were a number of ways of dealing with the problem but that overall it was the responsibility of owners, not the Recreation Ground, to keep rabbits out of their gardens.

10. Committee

i. The Secretary advised that she would be leaving the Committee shortly, either because of a house move or at the next AGM. This led to a discussion about recruiting new members and the need for a permanent Chairman. John Healey proposed Russell Vowles who agreed to take on the position of Chairman for a six month period (until the 2018 AGM). The proposal was seconded by Andy Woodcock and the Committee agreed **nem.con**

ii. It was suggested that it would be useful to have a formal expenses policy to clarify future expenditure by Trustees. **Action: Treasurer**

11. Treasurer's Report

i. The Treasurer provided the accounts for the period from 2 August to 3 September. Despite the success of the Country Fair balances had reduced due to a heavy period of expenditure. Payments included refurbishment work on the CPA, the improved entrance on Parsons Street and legal work. The balances were as follows:

Current Account: £5,578

Asset Replacement Fund: £9,688

Playground Replacement Fund: £10,004

The second legacy instalment had been received in this period taking the amount to £580,000.

ii. Russell Vowles suggested that it could be a good idea for the Recreation Ground to become VAT registered. There appeared to be a number of advantages but more detail needs to be established before a decision is made. **Action: Treasurer**

iii. It was suggested that whilst it was likely to be some time before substantial evaluation work was done to enable decisions about use of the bulk of the legacy money, it was clear that some legacy funds would be need to be used if already agreed equipment purchases and facility

enhancements were to be achieved quickly. To that end, a formal resolution should be passed to enable some legacy money to be spent on maintenance and enhancement of existing facilities (eg MUGA, gang mower and aerator).

The sentiment of committee members was that enhancement, improvement and maintenance of existing playing surfaces and facilities was important and expected by users of the grounds. In the past these would have to wait until funds from income became available.

On this basis, and on the understanding that modest amounts of legacy funds could be used to accelerate improvements that would otherwise have to wait. Russell Vowles proposed:

The maintenance and enhancement of the Recreation Ground and its current facilities is a valid use of legacy money.

The resolution was seconded by Ivor Jones, agreed **nem.con**

iv. The Secretary, on behalf of the Treasurer, passed a letter to Andy Woodcock (Porlock Cricket Club Rep) reference the payment of rent for 2016 and 2017. He agreed to discuss the matter with the Cricket Club. **Action: Andy Woodcock**

12. AOB

i. Nic Vowles suggested that the back of the main sign near the main entrance could be used as a space to provide more information about the Recreation Ground eg a map showing the position of the dog field. Terry Gable mentioned that there were a number of signs around the Rec that needed replacing and suggested that they work together to produce a comprehensive list and then get the required signs made. **Action: Nic Vowles, Terry Gable and Secretary**

Date of Next Meeting

Wednesday 18th October at **6.30pm**