

Porlock Recreation Ground Management Committee
Charity No. 304615

Minutes of the Meeting held at Porlock Recreation Ground Pavilion on Wednesday 18th October 2017 at 6.30pm

Members present: Russell Vowles, Nic Vowles, Young Sook Joh, Terry Gable, Jane Thicknesse.

In the absence of John Healey, Graham Sizer and Lee Hardwick from Porlock Football Club attended the start of the meeting to discuss two issues:

i. Dog Fouling

The ongoing dog fouling problem on the pitches is a constant concern to players and the PFC representatives asked whether it might be possible for the pitch to be fenced off during the playing season. It was explained that this had been requested before but it was felt that it was not necessarily the correct solution as so many people would be penalised (and cross at having access denied to parts of the Rec) because of the actions of a few inconsiderate others. The Committee feel that it is much better to encourage people to pick up the waste and to encourage this they have recently purchased three dog waste bins and placed them in obvious locations on the Rec. They are also about to improve the signage reminding people to pick up waste, keep dogs on leads and indicating where the Dog Field is. The PFC representatives were grateful for these initiatives and offered to monitor the situation to see whether things improved and to report back.

ii. Mini Bus

PFC asked whether the Recreation Ground Committee would consider providing some of the costs towards replacing their aging minibus. Currently they purchase a replacement second hand minibus approximately every three years at a cost of around £10,000. They suggested that a newer bus (£25,000) could be purchased using some of the legacy money and could be used for other village activities (eg an away match for the bowls club, a service to Minehead) as well as for the Football Club. The Chairman thanked them for their suggestion and said that it would be considered by the Committee. He explained that the terms of the legacy would have to be carefully looked at before any further discussions could take place.

Graham Sizer and Lee Hardwick then left the meeting.

1. Apologies

Steve Spurrier, Andy Woodcock, Ivor Jones, John Healey

2. Public Session

There were no members of the public present

3. Minutes of the Meeting on Wednesday 6th September 2017

Amendments

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

Matters arising

i. In the absence of Ivor Jones (Porlock Bowls Club Rep), the Chairman reported that he had recently spoken to two members of Porlock Bowls Club about their request for assistance with finance towards new drainage ditches. The Bowls Club will be providing more information about this project and the costs involved but it is not yet available.

Action: Ivor Jones

4. Correspondence

i. The Secretary reported that she had received a letter from Musgrove Leukaemic Group Somerset thanking the Committee for allowing them to use the Rec (free of charge) for the annual Scuddy 5-A-Side tournament which raises valuable funds for their work.

5. CIO and Future Structure

a. The Chairman reported that the draft constitution for the new CIO had been recently shared and discussed at a separate meeting of the Committee. The Committee were happy with the content and it has now been passed to Porlock Parish Council for their approval. Initial indications are that they are also happy but this will be confirmed and the constitution approved by them at their next meeting (8 November 2017). After discussion it was decided to ask Stone King to continue with their work to provide the final version, accepting that there is a chance that amendments may have to be made after PPC have met. Once the final version has been received the Trustees will sign to adopt it and it will then be submitted to the Charity Commission for approval and the launch of the new CIO.

(During this work it has been noticed that the Land Registry documents for the Recreation Ground are not 100% correct. These issues will be corrected during the next stage of the work.) **Action: Chairman, Secretary**

b. The Chairman reported that most of the funds for legal work which had been approved by the Committee had now been used. He offered to approach Stone King (Legal Counsel) for an estimate of the remaining costs and inform the Committee so that approval could be sought to fund the remaining work. **Action: Chairman**

6. Investment of Funds

i. The Chairman reported that the majority of the money received so far from the legacy had been transferred to Church House Investment Management Company and that they would be investing the money over the next little while. He explained that at the moment any income received from interest would be re-invested but that, if required, money could be withdrawn at any time (for a small transaction fee). Regular updates on the investment will be carefully monitored and the Committee kept informed.

Action: Treasurer, Chairman

7. Grounds Maintenance

i. It was reported that Cowlings had been out twice and that the fuel leakage problem from the tractor had now, hopefully, been resolved.

ii. The new Leda Standard 3 Gang Mower, Multi-Ject Aerator and three sets of pneumatic tyres had been ordered from Lloyds and should arrive at the beginning of December.

iii. The large transport box had been removed by Cowlings. This will help to create more storage space for the new equipment in the tractor shed.

8. Improvements

i. The Secretary reported that she had received two quotes for re-painting the changing rooms, showers and floors. After discussion it was proposed that Keith Green was asked to do the work. (Proposed: Chairman, seconded: Treasurer, agreed: **nem.con**). **Action: Secretary**

ii. Quotes for a new window in the showers had not been received. **Action: John Healey**

iii. Two other quotes for an extractor fan for the showers and a sub main electricity supply had been received. Both seemed expensive so it was agreed that more

information would be sought about the quotation and an additional quote obtained.

Action: Chairman, Secretary

iv. Nic Vowles reported that a variety of signs (Dogs on leads, picking up dog waste, pedestrian gate, dog field. MUGA and CPA) had been ordered and would be put up asap. Work to provide information on the back of the main sign will be done shortly. **Action: Nic Vowles, Terry Gable**

9. Community Update

A Community Update (Appendix 1) on the Recreation Ground had been prepared and was circulated to the Committee. After discussion it was approved (proposed: Secretary, seconded: Nic Vowles, agreed **nem.con**) and agreed that it should be circulated to the absent members of the Committee before posting on the website, displaying in the usual places in the village and sending to all the people who had attended the meeting in June. **Action: Secretary**

10. Treasurer's Report

i. The Treasurer provided the accounts for the period from 12 August to 16 October. This had been another period of heavy expenditure which included the purchase of new grounds maintenance equipment, deposit for the resurfacing of the MUGA and legal fees. The Treasurer also explained that she had transferred the money from the Playground Replacement Fund and closed that account. The balances were as follows:

Current Account: £10769.00

Savings Account: £14,737.76

ii. The remaining legacy instalment (from the sale of the property) had not yet been received but meanwhile the majority of the amount received to date had been invested with Church House Investment Management Company.

iii. The Treasurer reminded people that charities with an annual income between £250,000 and £1m (with assets less than £3.26m) have to use accrual accounts which must be either audited or independently examined by an individual who is a member of a body approved by the Charity Commission, such as ACIE. These form part of the Annual Return, which must be submitted to the Charity Commission within 10 months of the end of the financial year with a simplified Trustees' Annual Report.

Nick Shattock is unable to do this work and therefore, on recommendation, Karen Hanlan, who is suitably qualified, has been approached. Karen has advised that our current accounting system does not comply but that she would be happy to do the work required to produce accrual accounts (iaw with SORP 2015) and also do the Independent Examination. The total costs for the work required are:

Independent Examination - £405

Preparation of Accounts iaw SORP 2015 - £225

Restatement of prior year figures - £135

Total - £765

The Chairman proposed that Karen Hanlan was appointed as the Independent Examiner to Porlock Recreation Ground. Seconded: Nic Vowles, agreed: **nem.con**

iv. The opportunity to register for VAT had been investigated, and although not conclusive, it would seem unlikely that VAT could be claimed back on major items. This is still to be confirmed but if it is the case then there would seem little point in registering for VAT which is fairly labour intensive and would provide little reward.

Action: Treasurer, Chairman

v. Expenses Policy - this was deferred until the next meeting. **Action: Treasurer, Chairman**

12. AOB

i. Terry Gable reported that Nottingham University has asked to use the Pavilion in the evenings during the week of 6 - 11 November 2017. They have agreed to pay £100.

Action: Terry Gable

Date of Next Meeting - Tuesday 14th November at 6.30pm

Decisions made out of Committee between 6th September and 18th October 2017

i. On 25 September 2017 an email from the Chairman was circulated to the Committee asking for three resolutions to be voted on by email. These resolutions had been discussed at the meeting in July but clarification and agreement was required from our legal counsel (Stone King) before they could be passed. This had now been obtained.

Resolution 1

To adopt the Investment Policy September 2017 <https://goo.gl/FfUpSw>

Resolution 2

To appoint Church House as the Charity's Investment Manager as per the Ts & Cs and Discretionary Management Agreement.

Resolution 3

To invest £560,000 into the Church House Tenax Fund <http://www.ch-investments.co.uk/our-funds/tenax-absolute-return-strategies-fund>"

All three resolutions were agreed by more than 75% of the Committee and were therefore passed.

