

Porlock Recreation Ground Management Committee

Charity No. 304615

Minutes of the Meeting held at Porlock Recreation Ground Pavilion on Tuesday 14th November 2017 at 6.30pm

Members present: Russell Vowles, Ivor Jones, Andy Woodcock, Terry Gable, Barbara Healey (PFC Representative), Jane Thicknesse.

1. Apologies

Nic Vowles, Young Sook Joh, Steve Spurrier

2. Public Session

There were no members of the public present

3. Minutes of the Meeting on Wednesday 18th October 2017

Amendments

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

Matters arising

- i. It was reported that both Terry Gable and the Secretary had spoken to Keith Green and he planned to start work redecorating the changing rooms, showers and floors during the week commencing 20 November. Terry Gable is liaising ref colours and available dates to try to minimise disruption to bookings. **Action: Terry Gable**
- ii. Ivor Jones reported that the Bowls Club were hoping to receive a quotation for the new drainage ditches towards the end of November. He would report back in due course. **Action: Ivor Jones**
- iii. The Secretary reported that she had distributed the Community Update to all the people who had attended the June meeting (and left their email addresses) and also left copies in the Library and Visitor Centre. There had only been three responses to date, all of which had been positive. An abridged version was also being placed in the next edition of the Porlock Vale Newsletter. Following an enquiry from the Free Press asking for an update on the legacy, it was suggested that the same abridged version of the Community Update (plus a little more information) was sent to the County Gazette and Free Press. **Action: Secretary**

4. Correspondence

- i. The Secretary reported that she had received a letter from the Porlock Apple Press group thanking the Committee for the loan of gazebos, trestle tables and other items for their successful recent event.

5. CIO and Future Structure

The Chairman reported that the draft constitution for the new CIO had been submitted to the Charity Commission. They had acknowledged receipt and hoped to respond within 8 weeks. Once the constitution had been approved and the CIO established there would be further work to do to transfer assets and liability from the existing charity to the new CIO.

Terry Gable thanked the Chairman and Secretary for their hard work and said that the Parish Council were very happy with the new constitution, particularly their increased involvement.

6. Investment of Funds

- i. The Chairman reported that of the £560,000 sent (in mid-October) to Church House £200,595 had so far been invested in the Tenax fund. The remainder will be invested by them over the coming

weeks. When large sums are being invested they take this "drip feed" approach with the aim of smoothing out short term market variations and to allow purchase of units when, in their view, the price is advantageous. The Committee will receive quarterly statements on the investment and dividends being paid twice a year (May and November).

ii. There was no further news on progress with the sale of Susan Taylor's house.

7. Expenses Policy

After a short discussion about the Expenses Policy (Appendix 1) which had circulated before the meeting, the Chairman proposed that the new policy was accepted. It was seconded by Andy Woodcock, agreed **nem.com**

8. Improvements

i. The Chairman reported that the Gang Mower and Aerator would be arriving on 28th November. In preparation for this it was suggested that it would be timely to have a clear out of both the Tractor and Storage Sheds to maximise storage capacity and remove no longer used/wanted articles. Both Ian Cape and Keith Green need to be part of this work. **Action: Andy Woodcock, John Healey,**

ii. Ivor Jones suggested that the lights in the Pavilion were too bright/harsh and asked whether it might be possible to place diffusers over them. An alternative to this might be replacing the tubes with a warm white version when the tubes need replacing. **Action: Chairman**

9. Treasurer's Report

i. In the absence of the Treasurer the Secretary reported that there had been little activity and the balances were as follows:

Current Account: £10156.00

Savings Account: £14,740.00

ii. The Chairman reported that Karen Hanlan had been appointed and was starting the required work.

10. AOB

i. Ivor Jones reported that he had still not received any information from Devon Air Ambulance re night landing lights but was continuing to chase. **Action: Ivor Jones**

ii. Andy Woodcock reported that the damaged cricket nets had been removed. It was thought that they could be repaired at a cost of approximately £250 and he enquired whether this might be covered by insurance. **Action: Secretary**

iii. Ivor Jones said that he was already receiving enquiries from stall holders for the 2018 County Fair and asked the Committee whether there were any changes required to the pricing structure. It was agreed that the stall holder costs would remain the same for 2018 but that the entrance fee would return to £3 a person. Children under 16 and car parking would remain free.

Ivor Jones also asked whether it was possible to produce small stickers publicising the 2018 Country Fair. **Action: Nic Vowles**

iv. It was reported that some interest had been expressed in joining the Committee, possibly taking on secretarial responsibilities. **Action Secretary, Chairman**

v. It was agreed that Alan Leonard should continue his investigations into the problem with the trip switch. **Action: Terry Gable**

Lee Hardwick is also due to look at various electrical work that may be required. **Action: Chairman**

vi. It was reported that the red bin in the CPA is no longer fit for purpose (and the yellow one is also beginning to fail). It was agreed to order two more black Hefton 120 litre bins as replacements.

Action: Secretary

vii. A new supply of extra strong 130 litre bin bags is required. **Action: Secretary, Chairman**

Date of Next Meeting - Wednesday 17th January 2018 at 6.30pm

Decisions made out of Committee between 18th October and 14th November 2017

On 30 October an email was circulated to the Committee asking for two resolutions to be voted on by email.

Resolution 1

i) To spend, as needed, a further £4200+VAT with Stone King on legal fees relating to CIO registration, transfer of assets, liabilities and property

Resolution 2

ii) To work with Stone King to prepare and submit CIO application paperwork on the basis of the "Final Candidate" constitution dated 30 Oct 2017 as attached to the email stating this resolution.

Both Resolutions were agreed by more than 75% of the Committee and were therefore passed.