

## Porlock Recreation Ground Management Committee

Charity no. 304615

Minutes of meeting held at Porlock Recreation Ground Pavilion, Wednesday 17<sup>th</sup> January 2018

### Members present

Russell Vowles, Nic Vowles, Terry Gable, John Healey, YoungSook Joh, Andy Woodcock, Ivor Jones

### 1. Apologies

Jane Thicknesse, Steve Spurrier

### 2. Public Session

There were no members of the public present

### 3. Minutes of the meeting on Tuesday 14<sup>th</sup> November 2017

#### Amendments

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

#### Matters arising

i. Broken bins in the CPA have been replaced (Chairman).

### 4. Correspondence

i. The Chairman reported that he had received a letter from Mike Harding, on behalf of the Porlock Horse Show organisers, thanking the Committee for the loan of trestle tables and chairs and other items for their successful event held in July 2017. Consequently the organisers donated an additional £100 to the Porlock Community Bus Fund.

ii. The Chairman also reported that we have received a copy of the agreement for the Permitted Path from ENP. This is for the path along Swiss Cottage Lane and across the Dog Field to/zig-zag path. This agreement runs through to 2027.

### 5. CIO and Future Structure

#### Status

The CIO application was made to the Charities Commission on 13<sup>th</sup> November 2017, at which point we were told there was an 8 week lead time. Allowing for the Christmas break, the Chairman followed up with the CC on 15<sup>th</sup> January. The CC rep informed him that lead times are now 14-16 weeks due to staff shortages. Consequently we do not expect further news until late February / early March.

#### Next steps and work outstanding

- i. Charities Commission to complete the application process for the new CIO.
- ii. Following this, there is legal work to be completed regarding asset and liability transfers.
- iii. After this, the Annual Community Meeting can be arranged according to the new CIO constitution.

#### Recruiting Trustees and Volunteers

The Chairman requested that all committee members please keep in mind that the Committee is in need of some additional people to help with ongoing tasks.

The Chairman has had an informal meeting with Daniel Lynam. Danny is keen to be involved with the Rec and has offered to assist with some of the maintenance jobs and the Country Fair. He is also very keen to help with projects that will encourage more participation and provide facilities for younger members of the community. (**Action: Nic Vowles** to invite to CF Team meeting)

Debbie Pitkin (PPC Clerk) has kindly offered to take on some of the PRG Committee secretarial duties such as managing incoming emails and keeping the online booking diary up-to-date. It is hoped that this role can be expanded. Unfortunately, Debbie was unable to attend tonight's meeting and sent her apologies.

## **6. Improvements and maintenance**

### **i. Pavilion**

The Committee wishes to pass on its appreciation and thanks to Keith Green and Brian for doing a great job repainting and refreshing the changing rooms, which now look much brighter.

### **ii. Grounds Maintenance Equipment**

The new equipment (Gang Mower and Aerator) was delivered on 4<sup>th</sup> December and is all as expected. Ian Cape has briefly tested the Aerator on a section of pitch, but the weather has been too wet to use the new equipment fully. The tractor diesel leak is now fixed.

Ian Cape has noted that the area where the aerator was tested is showing signs of being somewhat boggy than before – a situation that the Sports Grounds Specialist, Tom Jones, who examined the pitches last summer (see September 2017 Minutes) had predicted might happen. Some discussion ensued, as the specialist's recommendation was that verti-drain aeration would help open up the soil structure to combat the many years of compaction and so improve the drainage of the pitches.

In prior discussion with Russell, Ian Cape had suggested that we wait and see how the pitches are after this year (use of the aerator, seeding etc) before going ahead with the verti-drain treatment. However, it was suggested that perhaps it would be worth considering this treatment (costing approximately £800) this year in the spring, rather than wait until next year. John Healey offered to discuss this idea again with Ian Cape (and Barbara). The committee agreed that if as a result of that meeting verti-drain use was recommended this year, then we would try and book it in with the contractor. Russell pointed out that if we wanted to do it we would need to book this sooner rather than later, as the contractor gets busy at certain times of the year. **Action: John Healey**

Terry Gable suggested that a prime focus of the Rec Committee needs to be to find a way to make pitches useable for more of the winter months as football matches have had to be cancelled this season due to the boggy conditions. All agreed, although John did point out that this applies to many local pitches, not just to Porlock, and is a problem for many places at this time of year. Terry also suggested that we should aim to improve car parking and damage by cars by installation of grass reinforcement matting or similar.

Terry asked John if it would be worth considering making the top pitch the main pitch, as it is on higher ground and possibly will not suffer from the same level of boggy. John will discuss this with Ian Cape as well. **Action: John Healey**

### **iii. Electrical Work**

a. Lee Hardick provided a quote to: replace the existing external power sockets and supply and fit a new extractor fan and isolator for shower area, to be vented to outside wall £385.

The Chairman reported that despite numerous attempts, he could not get a quote from another electrical contractor and proposed that Lee's quote was accepted and that he should be given the go-ahead to do the work. Agreed: nem.con **Action: Russell Vowles**

This quote was requested following the committee's decision not to go ahead with an external sub-main electricity supply and more extensive electrical work in the showers (see Minutes October 2017 meeting. Previous cost £2015). John Healey wasn't present at the October meeting and noted that he was not in agreement with that decision.

In addition, the Chairman raised the issue of the token timers no longer working for the Tennis Court and MUGA lighting. A likely alternative solution has been found which Lee Hardick has offered to install at the cost of the parts. The solution will be tried for one of the courts first. Total cost should be less than £200. The Chairman proposed that we ask Lee Hardick to proceed with this work. The committee agreed nem.con. **Action: Russell Vowles**

## **7. Bowls Club Funding Request**

The Bowls Club wrote to the Committee requesting financial assistance to replace the ditch units on the bowling green. The total estimated cost for the maintenance work is approximately £28,000 and the request was for the total amount. After discussion, the committee agreed that this falls into the scope of maintenance and improvement of existing facilities and that as previously agreed (6 Sep 17) we could, in the short term, consider use of modest amounts of the legacy money for such work. The Chairman pointed out that with around 70 members, about 40 of whom play and visiting teams bringing around 140 players/visitors to the village last year, the club is clearly an important recreational facility for Porlock.

Consequently, the committee agreed nem.con to assist by funding a proportion of this crucial work, but that the Bowls Club committee should investigate what grants or other funding they are able to secure elsewhere. A written response to the Bowls Club is needed: **Action: Russell Vowles**

## **8. Samworth Brothers Charity Challenge – June 2019**

Samworth Bros, a large, nationwide catering company, has approached the committee as they are considering using the Recreation Ground as the base for their bi-annual Charity Challenge sporting event in June 2019. Representatives have visited the Rec on two occasions and seem very keen to hold the event here. The event would have around 500 competitors, along with supporters and would be across one or two weekends. They would erect a number of marquees and require car parking, accommodation for the competitors, etc. PPC and the Tourist Association would need to be involved with the planning if the event goes ahead, as one of its objectives is to benefit local charities and organisations. The committee agreed nem.con that this event should be supported due to the benefits it would bring to the local community. The Chairman will follow-up with the Samworth Bros reps. **Action: Russell Vowles**

## **9. Country Fair**

### **i. Fund-raising Policy for 2018 Fair**

Historically, local clubs and not for profit organisations have supported the Recreation Ground by donating their takings from the Country Fair. After the legacy windfall last year, it was suggested that perhaps some alternatives could be considered.

The Secretary suggested (on email) that perhaps such organisations could be charged a fixed "pitch" price (tbc) to help cover the Rec's costs, but then they should be permitted to retain their takings on the day. The details of this (scale of pitch charges etc) will be discussed by the Country

Fair Team for later agreement by the wider Committee. This idea was proposed by the Chairman and agreed by the committee nem.con.

It was also discussed whether the sponsors would again be asked to donate their fees to an alternative charity. However, it was considered that, as all of last year's sponsors had been very happy to continue to support the Rec and that we still have to cover the not-insignificant costs of running the Recreation Ground, this idea would not be taken forward.

The Chairman reminded the committee that we had previously agreed (14<sup>th</sup> Nov 17) that commercial stall holder fees will remain as last year and that the entrance fee will revert to £3. Funds raised in this manner will be retained as usual to cover recreation ground costs.

#### ii. CF2018 Team

Nic Vowles confirmed that a CF 2018 initial planning meeting would be set up in the next few weeks, with members of the CF Team. **Action: Nic Vowles**

### **10. Treasurer's Report**

The Treasurer reported that the balances were as follows:

Cash: £168.05, Current Account: £6706.13, Savings Account: £14741.34, Tenax Investment fund: £560,323.02

Karen Hanlan the independent auditor is working towards completing the accounts work by the end of February.

### **11. Any Other Business**

i. John Healey mentioned that as there is still a problem with inconsiderate dog owners allowing their dogs to mess on the Rec, particularly at lower end of the main pitch. John proposed that a sign should be put on the bottom gate warning that this gate will be shut for the duration of the 2018-19 football season if the situation does not improve. Final wording to be agreed. This was agreed: 5 votes in favour, 2 abstentions.

ii. Andy Woodcock reported that the Cricket Club has had a recent meeting that was well-attended, with renewed interest hopefully allowing the club to be more active once again. There will be a Cricket Club AGM on 2 February after which we hope to receive positive news about the Cricket Club's future.

iii. Documentation of CPA inspections was raised with John Healey as it was unclear to other committee members how inspection reports were being kept. (John having attended the RoSPA Playground Inspection training course in June 17). John stated that currently the inspections are not documented. Other committee members asked John if the RoSPA course had stated that inspections should be documented and if so how. Also was or is there a recommended form or document for this? **Action: John Healey to consult course notes and clarify**

**Date of next meeting: Wednesday 28<sup>th</sup> February 2018, 6.30pm, Pavilion.**