

Porlock Recreation Ground Management Committee

Charity no. 304615

Minutes of meeting held at Porlock Recreation Ground Pavilion, Wednesday 28th March 2018

Members present:

Terry Gable, John Healey, Andy Woodcock, Ivor Jones, Russell Vowles (Chairman)

Volunteers present:

Ian Fraser

1. Apologies

YoungSook Joh (Treasurer), Jane Thicknesse (Secretary), Steve Spurrier, Nic Vowles, Debbie Pitkin, Danny Lynam

2. Public Session

There were no members of the public present.

3. Minutes of the meeting on Wednesday 28th February 2018

Amendments

There were no amendments and the minutes were approved and signed by the Chairman as a true and correct record.

Matters arising

- i. Lin Littlefield follow-up
As agreed, the Chairman followed up with an email to Lin Littlefield. No further correspondence has been received.
- ii. Future Football Club Rep
No further discussion since last meeting. Follow-up needed with Paul Keal.
Action: Russell and John to discuss and follow-up with Paul
- iii. MUGA – Basketball Hoops
Order for work placed with West Country Blacksmiths. Parts ordered. Awaiting start / completion of work.
- iv. Bowls Club ditch unit replacement funding
No update regarding attempts by the club to obtain grant(s) / other funding towards this. Ivor Jones anticipated that this will be discussed at a meeting of the club next week. Terry asked Ivor to request that this is on their agenda.
Action: Ivor Jones
- v. Temporary Fence (North East pitch boundary)
Between meetings Barbara and John proposed wording for the sign(s) to be fitted on the fence. See *Decisions on email since the last meeting* below.

4. Correspondence

- i. Request from the Parish Clerk to attend the Parish Annual Meeting held on 7th March. Draft 2017 PRG Accounts were provided to Councillors and the Chairman attended the meeting to present the annual report and to take questions from the council and public attendees.

Some questions from the public related to wider use of the Susan Taylor legacy perhaps to support funding of other causes. Russell explained that the charity's objects restricted use and that Susan Taylor had specifically left her bequest to the Recreation Ground charity. Consequently Trustees hands were tied in this

respect. Reference was made to the ongoing running costs of the Rec and the need for care if long term sustainability is to be assured.

ii. The February 2018 community update was emailed to all those who attended the June 2017 meeting. Only two replies were received, both of which were positive thanking us for our work.

iii. Letter from Brian Culcheth. Suggestion to create a wildlife pond and viewing hide. In summary a pond 100m x 50m in the dog field with a bird hide. **Action: Russell to reply adding the idea to the list of those to be evaluated.**

4. Legal update

The Chairman updated trustees regarding a number of matters:

i. Stone King have prepared draft resolutions (one for the currently operational charity and one for the CIO) and a Deed of Transfer. The resolutions formally outline the intent of both parties (all the trustees) to action the transfer and give authority for the Deed of Transfer to be signed. Once executed, the Deed of Transfer will transfer all assets and importantly liabilities to the CIO. Prints of the draft documents were distributed to all trustees for their review.

ii. Our lawyers have advised that we cannot proceed further until the Charity Commission has issued the Section 105 order that was applied for on 1st Feb, the day after the CIO was approved. Jane has chased the Charity Commission and, given their backlog, issue mid-April would seem realistic. After issue of the Section 105 the draft resolutions and transfer deed can be updated with the transfer date (TBC) ready for signing by trustees.

iii. On 23/3 Jane and Russell met with Chris Fitzgerald and Debbie Pitkin in their Parish Clerk capacity. The approach to updating land registry records and the legal tenure of the land was discussed. In summary, the Custodian Trustee status conferred on the Parish Council by the existing Charity's Governing Document will not be relevant when the existing charity is transferred to the CIO and eventually dissolved. The aim therefore will be for the land titles to be registered directly with the CIO. It was decided that the Rec and its lawyers will prepare all paperwork needed for this and provide it to Chris and Debbie prior to further consultation with the Council's lawyer and Councillors as needed. Timing TBC – Section 105 order on critical path.

5. Improvements and maintenance

i. Pavilion

a) Recently, the outdoor lighting circuit was tripping out power in the Pavilion. Terry asked John to investigate. Water and damage was discovered to the outdoor lights. Possibly due to snow / ice. Lee Hardick was asked to investigate further and a repair involving replacement of light units was carried out. Cost £140.

b) The RCD earth leakage trip in the consumer unit feeding part of the kitchen and PVs still keeps switching off. A local electrician has investigated this intermittent issue in the past suggesting replacement of the consumer unit with one supporting RCBOs that will provide individual earth leakage protection to each circuit. This would aid fault finding. Despite several attempts by Terry and Russell to get a quote for this work from the electrician a written quote has not been forthcoming. Russell proposed now asking Lee Hardick to quote for this work. Agreed nem.con. **Action: Russell**

ii. Grounds Maintenance

a) Aerator – manufacturing fault?

Replacement bolts and spare locknuts have been delivered. No update from Ian Cape since. Follow-up with Ian needed. **Action: Russell**

b) **Verti-drain treatment for the pitches.** John reported that he has now discussed this with Ian Cape. Conclusion was that Verti Drain was not the whole answer to the land drainage issue. Ian not

positive towards the idea. Land drains needed perhaps / as well.

This was discussed by the committee. All agreed that yes, in some areas land drains may need to be fixed / installed but they also are not the whole answer and that there was and is logic behind making sure that the top surface is de-compacted and the turf is in a better condition so that drainage can occur to lower (stony) layers and the effect of surface water is reduced. This was the principle behind the maintenance steps suggested by Tom Jones when he visited back in September. Granted this will not solve the particularly wet areas to the north east of the pitch and path.

The majority resolved to take the following actions:

1) Russell to send the Tom Jones report to Ian Fraser so he can review.

Action: Russell

2) Assuming it can still be booked we will go ahead with the Verti Drain treatment this year.

Action: Russell

3) Further investigation needed into drainage. Hydrology survey? Inspection of existing drains? Replacement of existing drains? Further discussion needed to determine who will manage this. Discussion to be had about other improvement treatments / approach. Discussion to include Ian Cape.

Action: Russell, John, Ian F

c) Childrens Play Area

1) Russell has shared the wet-pour rubber surface quotes with Ian F. Ian F will speak to the Golf Club to compare with the work they had done.

Action: Ian F

2) Inspection documentation. John reported that he now has some leaflets on this from RoSPA but needs to review them.

Action: John

d) Potholes in carpark and ruts where Swiss Cottage lane enters the Rec

Russell proposed purchase of some stone (scalpings / MOT type 1) to fill these areas. A dumpy bag of this (800kg) will cost about £35. Agreed nem.com.

Action: Russell to speak to Ian Cape about and purchase

6. Country Fair

i. Progress

Ivor reported that all was going to plan so far. 22 stall holders booked to date.

ii. Not-for-profit community organisations

Russell reported that Porlock Ladies (Shirley Butler) had been contacted about arrangements for tea & coffee and cake this year. Shirley was happy with the new approach to charging for not for profit organisations and Pavilion use and also agreed that they would serve tea and coffee from 9am. Agreed to follow-up with a letter. Contact with other organisations outstanding.

Action: Russell

iii. Community collection buckets

The Chairman mentioned that he had been asked whether we would have collection buckets for a community cause at the Country Fair this year as we had last year for the Community Bus Fund. The Chair's perception was that last year this had had positive benefits not least of which was raising c. £400 for the Bus Fund. Given that, should we support having collecting buckets again for a community cause and, if so, which cause should we allow to collect at the Fair in this way?

The Chairman noted that we need to be sensitive to the fact that last year the entry fee was reduced to £1 and that we must ensure that a distinction is made between the mandatory entrance fee of £3 this year and what would be a voluntary donation to a community cause.

Following discussion, all present agreed that we should again have the voluntary collection buckets. This was formally proposed by the Chair and agreed nem.com.

Furthermore all agreed that there were many community causes that could benefit from such a collection. Consideration was given to the bus fund, the Visitors Centre, the museum and the Porlock Vale Community Fund (PVCF) run by Denise Sage to improve planting in the village and purchase new Christmas lights. All agreed that these were all deserving causes. On balance, however, there was a strong view that the modest amount raised by the collection buckets was likely to have the most immediate and noticeable impact if it was raised for the PVCF towards, for example, new Christmas lights. This was agreed nem.con.

Action: Russell to contact Denise Sage to confirm take-up of this offer and to discuss arrangements.

iii. Electrical

The Chair proposed that we purchase 4 good quality power extension leads and some rubber matting. The leads would be used to connect power from the Pavilion external sockets to users at the country fair such as the bar and catering suppliers. The matting would be used to mitigate trip hazards introduced by the cables avoiding an issue seen in previous years. Likely cost c. £160.

John Healey cautioned about the power available (4 x 13A sockets) and that extension leads need to be unwound in use.

Purchase agreed nem.con. **Action: Russell**

7. Treasurers Report

i. Account balances

The Chair circulated a report from the Treasurer stating that the balances were as follows:
Current Account: £4937 Savings account: £14,743. Income March: £402 Expenditure: £1664.

ii. 2017 accounts

Between meetings trustees voted on email to approve the 2017 accounts.

The Chairman reported that YoungSook had arranged to meet with him tomorrow to sign-off the accounts. These will then be returned for Karen Hanlan to counter sign ready for submission to the Charity Commission.

Action: YoungSook / Russell

8. Any Other Business

Cricket Club fees for 2018. The Chairman presented information about the fees paid to the Rec in previous years and a letter sent to the Club in 2013 stating the annual fee. The fee was in line with that paid by the Football Club. The Cricket Club representative suggested an alternative approach of a lower annual fee combined with a fee per match. In the absence of the Treasurer the Chairman thanked the Cricket Club for this and agreed to discuss this further with Young Sook, the Club and Committee. **Action: Russell Vowles**

9. Decisions on email since the last meeting

- a) Sign wording for temporary fence (North East football pitch boundary)

Wording proposed by John/ Barbara Healey on 8th March:

"Due to a few inconsiderate dog owners continuing to allow their dogs to foul the football pitch. Porlock Football Club has sought permission from the Recreation Ground Committee to erect this fence for the remaining season. We hope this does not inconvenience the responsible dog owners."

Agreed by majority on email 10th March 2018

- b) 2017 Draft Accounts circulated on 3rd March 2018 for comment and approval.

Agreed by majority on email 10th March.

Date of next meeting: Monday 23rd April 2018, 6.30pm in the Pavilion.