

Charity Registration No: 1163835

Vyner Park Charity
Minutes of the Management Committee Meeting
Monday 15th August 2022 - 17.30-18.30
Nelsons, Vyner Park, Swarland

		ACTION
1.	Public Questions (5 mins): A member of the public requested that standing orders be suspended for the item on obtaining valuations so that the public could join in discussion. This was agreed.	
2.	Present: Cllr Steve Woolfrey (SW) (Chairman), Cllr Karen Howard-Row (KH-R), Andrew Hastie (AH), Brian Fergie (BF), and Alison Cowen. Kelly Dunn (KD) and Lynn Fahy (LF) represented Nelson's. Greg Anderson - Park Steward (GA) and Jan Anderson (Sec) were in attendance and 5 members of the public.	
3.	Apologies: Liz Kitson (LK).	
4.	Minutes of AGM 26th July 2022 – The minutes were agreed.	
5.	Minutes of Ordinary meeting 26th July 2022 – The minutes were agreed.	
6.	Matters arising from Minutes of the AGM 26th July 2022 a. (6a) Key to be provided to Walking Netball Team for access to toilets – done. b. (6b) Chain for securing posts for Walking Netball Team upto £30.00 – SW said this was in hand.	
7.	Matters arising from Minutes of the Ordinary meeting 26th July 2022 a. (2) Funding request to Cllr Thorne for purchase of play digger (Sec) – Cllr Thorne has said no, but suggested that the VPC apply for NCC Community Chest funding. The Sec said she would make an application but the process will require additional documentation beyond that currently available. b. (2) Bids for oil donation – Advert to go on Facebook. Sealed bids for 500 litres of oil donated by Jonathan's oil by 5pm on 5th September, bids drop off at Nelsons. c. (2) Allotment request to cut down trees affecting site 3b – Site visit with allotment holder and chairman or other to be arranged to confirm tree. d. (2) Quotes for replacing existing floodlighting with LED's. – Still to progress. e. (2) Installation of car park fencing – SW still to progress. Has a volunteer in mind. f. (3b) Purchase of cabinet to display Swarland Show memorabilia – AC said the s Show Cttee would wait until after the Show to see how much money was available to spend on this. Item for next agenda	<p style="text-align: right;">Sec.</p> <p style="text-align: right;">Sec Sec.</p> <p style="text-align: right;">AH SW</p> <p style="text-align: right;">AC</p>

	<p>g. (3c) Update on progress of bank account transfer- Lloyds account is now open. Now working to add BF and remove previous Treasurer.</p> <p>h. (4a) Replacement of fence to east of play area – SW said work began today with 13 volunteers. The old fence has been removed, and 23 posts put in. He estimated the work of the volunteers has saved VP at least £2000. More work to be done Wednesday/Thursday. Further volunteers welcome.</p> <p>i.(5d) Key to be obtained for container for AF. – SW to get key. Further volunteer has been given a key to the block store.</p> <p>j.(5e) CCTV formal quote for 6 cameras on the pavilion exterior – No progress.</p>	<p>SW</p> <p>AH.</p>
8.	Election of Vice Chairman – Deferred from AGM. Alison Cowen proposed Andrew Hastie as Vice Chairman, this was seconded by Brian Fergie and agreed unanimously.	
9.	Disposal or storage of banqueting chairs, noting arrival of 50 chairs from SVH specific for the Show – This was discussed. SW said he'd like to retain the chairs, AC said they were needed for the Show. SW said that the Club has a shed and might permit storage of some excess chairs. SW to speak to Club.	SW
10.	Accessibility of VP footpaths – KH-R said she had been round the park with her grandson in a wheelchair and found it difficult to traverse in places, also she thought anyone with an independent wheelchair might not be able to get round. She's noticed drainage problems near the culvert to the east of the park. KH-R and SW to meet on site 17.8.22 to walk around and identify specific issues.	KH-R & SW
11.	Completion of basketball hoop and Damaged fence Next to Bowling Green entrance. – No progress on hoop. Damaged fence next to bowling green entrance has been repaired.	GA
12.	Increasing the height of the fence behind Basketball hoop (north end) – For discussion and decision. GA said that he will need to purchase angle iron and netting for this item. Quotes needed.	
13.	<p>Obtaining independent valuation for pavilion rental. – Three companies have been approached and quotes costing £300-£500 and £500 plus VAT obtained from two. Sec to contact Sports Council to check if any restrictions on use of the facilities (specifically the pavilion) will apply after the expiration of the funding lockin on 18 August 2023. SW will prepare a document for the valuation specifying the conditions and restrictions for any operator, which will be circulated for comment. Conditions will be the same as currently in place for Nelsons. Currently Nelson's Licence permits them to use the pavilion 7am to 7pm only and not Tuesdays so the room can be used for other things: Other restrictions also apply.</p> <p>SW asked if the public had any comments on the valuation process. One member of the public said that it was desirable to get an independent valuation. SGW emphasized that VPC is still restricted by the requirements of the Sports Council funding but this should expire 18th August 2023. BF suggested waiting for six months so a valuation could inform discussions in September 2023 for the next valuation period, which was agreed. BF suggested getting a valuation in good time eg by the end of April and then a decision could be made as to whether any further advice was needed. A member of the public asked for it to be minuted that prior to 2023 the VPC would get financial a valuation to inform</p>	<p>Sec.</p> <p>SW.</p>

	<p>the Committee. SW agreed in principal but this might also require further legal advice. SW said that there will be a bill of £500 for the valuation and potentially a further legal bill. If the valuation and legal costs came in at around £2000 SGW asked, what did the members of the public present think of this? One said that if rent was £4000 per annum, then £2000 would be good value. BF pointed out that income would depend on whether the valuation rent was achievable, and any valuation may therefore need to be adjusted.</p> <p>Another member of the public asked if the public could attend the Confidential review meeting between VPC and Nelsons, where Nelsons accounts are presented. SW said 'No' but the public are welcome to attend when the recommendations of the review panel are presented to the VPC Committee. One of the members of the public said that he didn't think that the Committee had the financial expertise necessary to assess Nelsons rent. It was pointed out that our new Treasurer is/was a qualified account with experience of such matters. It was pointed out that the VPC Committee is happy with the current rent and donations in kind made by Nelsons including paying for Electricity/Water, cleaning toilets, donations to the Show and Firework night. SW reiterated that the next step would be for him to draw up the conditions/limitations for a licence agreement, get a valuation and then decide if VPC needs legal advice. Based on the decision just made this would be happening in 2023 for the most part.</p>	SW
14.	<p>Treasurers Finance Report (BF) – The Treasurer's report (see Appendix 1) had previously been circulated including a listing of income during the period and cheques and cash payments. BF said he hadn't seen any bank statements since the last meeting as he currently has no electronic access to the VPC account (see previous section 7g). However, the current balance is expected to be £20,575.86 although this needs to be cross checked against the bank statement (Currently waiting for next bank statement). The income and expenditure as outlined in BF Statement of Account (and as attached) were read out to the Committee. The contents of payment for each cheque were also read out. The income and expenditure as presented to the Committee were agreed for payment.</p> <p>GA said he had some additional invoices for payment including Wingates for timber approx. £300</p> <p>AC said the card scanners had been tested on the field and needed power packs. These would cost £36.36 in total and asked if VPC buy these? After discussion it was agreed that the Show would pay for the packs.</p>	
15.	<p>Urgent items and any other business:</p> <p>a. Rabbits - AH said that the Committee had discussed the rabbit infestation problem in the park by email and agreed to go ahead with controls. AH will do risk assessment and put signs on gates. It was agreed that in future AH could just arrange necessary treatments. Treatment will be done at night, the Police will be informed that a pellet gun is being used.</p> <p>b. FOI Request -SW said as a result of a FOI request being refused the applicant had submitted an appeal to release information. The investigation had</p>	AH

	<p>done by Dr Liz Clark (Parish Cllr) as an independent Councillor from the original investigation. Although the appeal had confirmed the initial refusal to release information, she had asked the Sec to consider whether any of the minutes can be released applying powers given to Parish Clerks. A member of the public present said it was her FOI complaint and she was planning on pursuing her complaint with the ICO and had got a case number.</p> <p>c. Tree adjacent to Pavilion – GA said that a tree had grown next to the pavilion and was in danger of affecting the drainage. It was agreed to remove the tree and replace it with a nicer tree in a more suitable location.</p> <p>d. Nelsons Licence extension – SW initially raised this for the next agenda but it was agreed that Nelsons licence would be extended by 1 month as their accounts were delayed due to delays with the audit.</p>	<p>Sec.</p> <p>GA</p>
16.	Items for next meeting: None.	
17.	Date of Next meeting: Monday 26th September 2022 17.30-18.30 at Nelsons.	

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