

Charity Registration No: 1163835

Vyner Park Charity
Minutes of the Management Committee Meeting
Tuesday 30th March 2021 7.00pm via ZOOM online.

		ACTION
1.	Public Questions (5 mins): There were no public questions.	
2.	Present: Cllr Steve Woolfrey (SW) (Chairman), Cllr Mrs Karen Howard-Row (KH-R) Cllr Stuart Cutforth (SC), Andrew Hastie (AH), Andrew Ferguson (AF), John Richardson (JR), Kelly Dunn (KD). Greg Anderson - Park Steward (GA) and Jan Anderson (Sec) were in attendance.	
3.	Apologies: Alison Cowen (AC), Neil Mansfield (NM), Lynn Fahy (LF).	
4.	Minutes of previous meeting 27th October 2020: – Agreed.	
5.	<p>Matters arising from Minutes of the previous meeting 27th October 2020:</p> <p>a.(9a) – Items outstanding from Vyner Park Site inspection 2019; (x) Gaps in hedge and shrubs on main path & north side bowling green (S.Stanley). Suzanne has had problems ordering bare wood privet so this is delayed until autumn 2021.</p> <p>b.(9b) Facebook/Website update (AC and Sec). AC was going see if local resident will still help. SW said PC have 'piggybacked' on 'Swarland Residents' FB Page and suggests VPC does the same via Louise Richardson – Agreed.</p> <p>c. (9c) Kissing Gate modifications to allow better access to mobility scooters – The north gate has been changed. The main entrance kissing gate to be left in place but the large gate has a wheel on it to facilitate opening.</p> <p>d. (9d). Rabbit Culling – AF said two attempts have been made and will be continued.</p> <p>e. (9e). Courts moss treatment – update. Moss has been treated but is coming back.</p> <p>f.(9g) Car park extension and resurface & footpath repairs – AF has been in touch with Blewitts but minor works to finish car park not completed. Agreed to accept current status as minor. With regard to parking bays, as car park has been enlarged it was agreed to leave installation of parking bays for the time being and monitor the situation to see how the car park is used.</p> <p>g.(9h). (8b) Leak in storage container – Update. AF said he would order materials needed and do preparation work so final work – which will need volunteers to help – will take just a day.</p> <p>h. (9i) Allotment paving slabs and provision of water supply. GA said he has slabs to put down where needed in Spring/Summer. Re: water supply, agreed</p>	<p>AF</p> <p>GA</p>

	to leave as not being actively pursued by allotment holders. i. (16) Barrier round Culvert at east of site – Update. GA said he had timber for barrier. Needs post mix to do work in next two weeks. SW offered to help organise volunteers, if needed.	GA/SW
6.	Notification of Village clean up date and VPs involvement – For discussion and agreement. Clean up had to be cancelled as NCC didn't agree that it was safe/legal to go ahead so wouldn't release equipment. GA has reapplied for the environmental champions grant and hope will get litter pickers needed which we can keep. New date will be sent out when equipment obtained.	GA
7.	Outside objectives for the summer - for discussion and agreement/ratification. SW stated the VPC Committee had agreed a £9000 spend via email as follows, which was further ratified at meeting – agreed. a. Fixing wire around tennis courts. b. Bowling green cleaning and moss treatment c. Tennis court surface improvement d. MUGA surface improvements and basketball post installation e. Outdoor gym equipment installation Top quality and very heavy basketball posts have been donated. The refurbishment of the tennis courts will take place in mid May hopefully. AF suggested getting new tennis courts nets @ approximately £130 /net to complete the job – decide later. AF has obtained further quotes for gym equipment. Cycle machine, ski, leg stretcher will cost £2900 ex VAT (including installation) – Agreed. SW said the Parish Council has agreed up to £3,900 for the additional works in addition to the usual grant. The new grasscutter agreed by email has arrived. AF and AH have been trained as operators and will train others as needed. Bowling green works have been agreed up to £1500. JR has been in touch with person to clear moss but he no longer does this work. SW said need to spray and brush the green. AF agreed to lead on this and get some quotes and SW said he'd arrange volunteers. SC said he'd work with AF. Wire on courts – SW wants to do this in 2021. GA said he had wire for the end of the MUGA + crimps and crimping tool. AF said need to wait until pits dug for basketball posts – Volunteers will be needed to do wiring after posts in place. JR said Arthur Scott has 10 small oak trees with tree guards that he will donate to the park. Sec reported people coming in to park from Rosetta Gardens through undergrowth – do we want additional gate? Cttee agreed no additional gates. May look at additional fencing/hedging in future – monitor situation for time being.	
8.	Food Vans operating from Vyner Park – Update on current situation. Pizza van operates alternate Saturdays and has been very popular. Its been proposed to have three vans alternating. Agreed if doesn't affect Nelsons. Could ask traders to come to show/firework night. KD said no problem as all profits go to VPC anyway.	
9.	Bonfire Night 2021 & Swarland Show 2021 – Preliminary view on whether bonfire and show should go ahead at this stage. Show Committee have agreed	

	<p>that the Show will not go ahead in 2021. Firework Night could go ahead if safe for Covid. SW suggested that we reassess in June as we normally order fireworks in August. Will need large number of helpers as Stewards. If can't get helpers can't run event. AH suggested public might not be willing to attend. SW hoped it would be clearer later in the year. SC said Percy Wood might contribute to fireworks. Issue with site is that the audience viewing area is very compressed so if social distancing still needed, we can't run the event safely.</p>	
10.	<p>Vyner Park Charity Constitution - Update on discussions with PC on constitution. PC were asked to review the terms of reference as getting 3 Cllrs to VPC meetings had been problematical at times. The review has been completed and the quorum reduced from 5 to 4 with at least 2 Parish Cllrs being needed. Also have increased the number of voting Community Reps to 5. Copy of updated document to be circulated.</p>	Sec
11.	<p>Finance Matters - The Treasurer (AF) had circulated the finance reports prior to the meeting (attached). AF said an extra £2000 from the Covid grants was expected. Website domain name has been paid for, for 2 years by Sec (£15). AF said VPC was in a slightly better position than in 2020. Still hold £2000 from Npower and contract runs out in May. Once final bill agreed will include the £2000 in accounts. Nelsons owe approximately £500 over 3 years for electricity. AF will do end of year accounts which can be agreed by email and then passed to the PC. SC asked for his thanks for the accounts to be noted, and that they were very easy to understand.</p>	
12.	<p>Integration of Swarland & Newton on the Moor Show within VPC – For discussion and decision on way forward. SW said currently the Show is a separate organisation but VPC were happy to integrate it within VPC. It will be a separate committee with its own accounts and terms of reference. Show funds will stay separate. We'll possibly run the Firework event in the same way with its own bank account. Integration into VPC has advantages for liability/insurance. The Show Constitution will need to be amended and the Show Cttee will need to agree this. AF will circulate. Agreed merger of the Show Cttee with VPC effective anytime after 1st April 2021 subject to approval of the Constitution.</p>	AF
13.	<p>Data Protection Policy (from June meeting). For discussion and decision on way forward. Draft produced by AC (based on show document) has been circulated. Comments to Sec by 14th April. Policy agreed after that date subject to comments.</p>	
14.	<p>Site Issues. a. Allotment Renewals 2021-22 – Update from Sec. Renewals have been sent out and payments are coming in. No resignations to date. SC said walk around of allotments is needed for risk assessment. SC and AF will do this. b. Lighting bollards beside paths (raised by Nelsons at June 2020 meeting) – Bollards showing signs of wear. AC has volunteered to take over the co-ordination of this. Cost of paint to a maximum of £50 agreed.</p>	SC/AF
15.	<p>Urgent items and any other business: a. Tree and NW Sewer pipe – NW will come out Thursday to check. GA has</p>	

	<p>sent in application for 5 day notice as its part of protected woodland area.</p> <p>b. Inspections – Sec confirmed the Playdale inspection of play area was done in 2020. Fire extinguishers have been inspected and electrics/Fire alarms – all done for 2020 and 2021 tranche will be arranged shortly. GA to do monthly inspection of play area.</p> <p>c. Walk around of park and pavilion – To be done by SW, GA and Sec. d.</p> <p>d. Complaint about broken glass by recycling bins – Cleared up by GA, and complainant advised.</p> <p>e. SW queried locking of the gate into the bowling green area. Its left open for deliveries. SW said green had been used by people playing cricket which could damage surface. SW asked KD if Nelsons could lock gate.</p>	<p>GA</p> <p>SW/GA/Sec</p> <p>Nelsons</p>
16.	<p>Dates of Next meetings: Tuesday 7th June 2021 7pm. Meeting format (ZOOM or in person) to be confirmed.</p>	
	<p>Meeting finished at : 20:24</p>	

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FINANCE REPORT 19th March 2021

VYNER PARK CHARITY (Reg^d Charity No. 1163835)

Tennis Court Donations	115.00
Nelsons Rent	118.30
Nelsons Utilities	600.60
NCC Grant for Outdoor Gym	2000.00
Npower Rebate	218.57
NCC COVID Grant	7573.21
Nelsons Licence Fee	60.00
Npower	1169.00
Playground Repairs/Topsoil	188.54
NCC Grass Cutting	1358.36
Water Rates	480.79
Grass Cutter	4474.00
Podium Web Hosting	216.00
Mole Control	60.00
Wood Chip	1384.32
NCC Licence	180

Confirmed Future Income

Confirmed Expenditure

Fuel	£45.58
Timber	£28.93

Confirmed Expenditure [C] **£74.51**

VAT to be claimed

Caretech Alarm Servicing	£43.20
ROSPA Inspection	£17.90
Robson & Cowan	£42.48
Caretech	£30.60
NCC Grass Cutting	£226.39
Sherriffs Grass Cutter	£1079
Woodchip	£230.72
Podium Website	£36
Picnic Tables	£176.18

Expected VAT Total [D] **£1929.33**

2020-2021 Expected Costs

ALN Fire Protection (2 Years)	180
Park Steward	1000
Expected Costs Total [E]	<u>£1180.00</u>
Projected Cash Total [A]+[B]-[C]+[D]-[E]	<u>£14117.15</u>

Cash Total split into Discretionary Funds

Npower Rebate	2270	2052	+218
Outdoor Gym Grant	2000	2000	
Mower Replacement Fund	0	1500	-1500
Park Contingency Fund	3500	3500	
Project Fund	5850	900	+4950
Virtual Fund Total	<u>£10710.27</u>	<u>£8234.37</u>	

Proposed 2021 Spend

MUGA/Tennis Court Repaint	£6000
Basketball Post Installation	£700
Outside Gym Contribution	£1000
Bowling Green Clean-up	£1500
Container Roof	£550
Total	£9750
PC Grant	£3900

2021-2022 Maintenance Estimates

Mower Maintenance	350
Podium Website	220
Mower Fuel	200
NCC Grass	1250
Park Insurance	1000
Mole Catching	350
NCC License	200
Caretech Systems	220
ALN Fire Protection	90
ROSPA Play Safety Inspection	120
Park Steward	800
Mower Replacement	500
Pavilion Maintenance	500
Park Maintenance	500
Contingency	500
Playground Repairs	750
Total	<u>£7330</u>
Grant Request from PC 2021 - 2022	<u>£7000</u>

Cheques Issued since Oct 20

100083	Cancelled		
100084	A Ferguson	Picnic Tables/Woodchip etc	£2,897.40
100082	Sherriffs	Grass Cutter	£4474.00

Cash Float	497.15	658.27	-161.12
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Picnic Tables		1057.08	
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Cash at 19/10/20			<u>£13304.74</u>
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Income since 19/10/20

Total Income since 19/10/20			<u>£10705.68</u>
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Expenditure since 19/10/20

Total Expenditure since 19/10/20			<u>£10568.09</u>
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	Current	19/10/20	Variance
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Cash Balance 19/02/21 [A]			<u>£13442.33</u>
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Cash Statement 19 Mar 2021

Income Total [B]		<u>£0.00</u>
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Fife Plan Hire		£11.32
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Playdale		£13.34
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Sale of Gate		20.00
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Waterside Fabrications		£22.20
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