

Charity Registration No: 1163835

**Vyner Park Charity**  
**DRAFT 2 Minutes of the Annual General Meeting**  
**Tuesday 26th July 2022 - 7.00pm**  
**Nelsons, Vyner Park, Swarland**

		<b>ACTION</b>
<b>1.</b>	<b>Apologies</b> – None.	
<b>2.</b>	<b>Election of Chairman and Vice Chairman:</b> Cllr Howard-Row nominated Cllr Steve Woolfrey as Chairman. There being no other nominations Cllr Woolfrey was elected. It was agreed that the election of the Vice Chairman would be postponed to the next meeting or later in year.	
<b>3.</b>	<b>Election of Community Members:</b> Alison Cowen, John Richardson, Andrew Hastie, Liz Kitson were willing to continue at Community members. Andy Ferguson had resigned. Brian Fergie volunteered to be a Community representative and take on the role of Treasurer. There being no other nominations Alison Cowen, John Richardson, Andrew Hastie, Liz Kitson and Brian Fergie were appointed. Brian Fergie to be the new Treasurer. Jan Anderson continues as Charity Secretary.	
<b>4.</b>	<b>Chairman’s report 2021/22:</b> Cllr Woolfrey presented his Chairman’s report. See Appendix 1 attached.	
<b>5.</b>	<b>Financial Report 2021/22:</b> See Appendix 2 attached. Income was £30,686.10 including £7000 from the Parish Council and grants from Covid schemes. Expenditure was £23,485.41. The Charity was left with about £7,000 surplus which was to be carried over to 2022/23. It was important to note that the £7000 grant from the Parish Council is used only for park maintenance, everything else in the park is paid for through Show Income, Firework Night income and Grants.	
<b>6.</b>	<b>Public Questions:</b> a. A member of the walking netball team asked if storage for the netball etc could be provided and access to the toilets in the evening. Committee agreed that a keys would be provided to the outside store cupboard and to allow access to the toilets.  b. Another member of the walking netball team asked for a safety chain to secure the goal posts when not being used. This was agreed. Cost not to exceed £30.00.  c. A number of questions were asked related to the view that the licence fee paid by Nelsons was low (currently £900 per annum) with reference to local properties in various locations and types. Alison Cowen said that the set up in Vyner Park was not comparable with a Morpeth café/home or caravan. The questioners were also critical of the method used to assess the fee each year in	

that a meeting is held in private where Nelsons accounts are examined: The accounts are not available for public scrutiny. Cllr Woolfrey responded that when originally setup Nelsons were the only applicants interested in running a café. Furthermore, that there are restrictions imposed by the Sports Council which limit what can be licensed in the building, while we are duty bound to maintain access to the community for sporting activities. He went on to explain that a recommendation on the licence fee is made to the Committee each year following a confidential meeting of a small group, chaired by an independent Parish Cllr. Nelsons audited accounts are available for review during this confidential meeting from which a licence fee increase is recommended. The VPC Management Committee decides whether to accept the recommendation or not at a subsequent Committee meeting and this part of the process is not confidential. VPC has an advantage in that it is able to see Nelsons accounts when setting the licence fee, but it is a limited company and thus its accounts are not publicly available (with exception of summary accounts on the Companies House website): Limited companies do not normally share the accounts with the public as it is propriety information. The philosophy of VPC is to grow the licence fee as Nelsons grows, thereby allowing VPC to develop a long lasting relationship with Nelsons. As well as the licence fee, Nelsons provide services to the Show and the Firework night free of charge with all profits going to VPC (£1k on a good year). Nelsons also clean the toilets at no charge to VPC (Would cost £2k if we had to pay an individual) and support the community by selling tickets and providing casual employment to local people, as far as possible. Nelsons keep the Pavillion open for public use: Without a continuous presence at the Pavillion VPC would be forced to close the building except for private hire. The cost of keeping the Pavillion closed would cost more than it being open.

d. Various members of the public recommended that VPC should have an independent valuation of the licence fee. Cllr Woolfrey said that Nelsons licence fee is reviewed annually at the point of its annual renewal, but the Committee will consider a re-valuation at a future meeting. It would not necessarily be a straightforward process, as the arrangement with Nelsons is a licence, not a lease and Nelsons, as part of the licence, contribute to various community events. The building was not designed to be leased as units and if a lease were set up VPC would probably have to have power and water metering separated. This process would also involve discussions with Sports Council England to ensure we were within the criteria of the original funding.

e. A member of the public indicated that he wondered why a new door was being installed for access to the changing rooms at a cost of £1600. Cllr Woolfrey commented that repeated problems had been encountered with football teams walking mud over the entrance area and failing to clear up. A side door was being installed to reduce this problem.

f. A member of the public asked why VPC asked for a grant from the Parish Council when it had received Covid Grants. Cllr Woolfrey indicated that the philosophy of VPC is to use money from the PC for maintenance activities (grass cutting, mole removal etc) and to use funds from fund raising and grants for capital improvements (e.g. regeneration of bowling green, tennis courts etc) He went on to say that the PC grant was currently £7000 and that this had not increased from the previous year and we would probably keep the amount the same for the next financial year. The Committee want to improve the park and it would be difficult or impossible to fund raise for items such as grass cutting.

**The AGM Finished at 19:43.**

	<b>Vyner Park Charity Ordinary Meeting of the Vyner Park Management Committee</b>	
	<p><b>Present:</b> Cllr Steve Woolfrey (SW) (Chairman), Cllr Mrs Karen Howard-Row (KH-R), Andrew Hastie (AH), John Richardson (JR), Kelly Dunn (KD), Lynn Fahy (LF), Cllr Neil Mansfield (NM), Liz Kitson (LK) Alison Cowen (AC) and Brian Fergie (BF).</p> <p>Greg Anderson - Park Steward (GA) and Jan Anderson (Sec) were in attendance.</p>	
<b>1.</b>	<b>Minutes of previous meeting 7th April 2022:</b> The accounts that had been attached were for the wrong period and needed to be changed otherwise the minutes were agreed.	Sec.
<b>2.</b>	<p><b>Matters arising from Minutes of the previous meeting 7th April 2022</b></p> <p>5 - Report on site safety inspection – SW said this had been done and a written account provided.</p> <p>5a - Funding request for purchase of play digger (Sec) – Application has been submitted to Cllr Thorne.</p> <p>5d - Culvert Barrier Progress – SW said the work on the barrier was now complete.</p> <p>7 - Advertising Policy and update on raffle of oil donation – AC had looked at this in detail but too legally complex to take on. SW thanked AC for doing work on the draft. The adverts displayed in the park will be taken down in due course.</p> <p>With regard to raffling the 500litres of oil that had been donated, JR said he had not done anything. AH said could ask people to bid. Advertise on Facebook/The Column and ask for an offer per litre. Agreed offers should be by sealed bid to Nelsons by the end of August.</p> <p>8 - Bonfire Night - SW said that the Firework Night was going ahead and a 'kick off' meeting had been held.</p> <p>11 -Allotment request to cut down trees affecting site 3b – AF and SW had looked at the tree but were not sure they had been looking at the correct one. Sec to contact allotment holder and ask him to meet with SW. Tree will have to be removed by the allotment holder if removal is agreed.</p> <p>14 -Quotes for changing room access – Quote had been received for £1600. Work to be done 27/7/22. Expenditure has been agreed by email. This was ratified by those present.</p> <p>15 -Quotes for replacement floodlighting – update. SW said he hadn't had time to do this. AH offered to find costs to replace existing lights with LED's.</p> <p>17 -Installation of car park fencing – Use of old goal posts to make a removable barrier to prevent unauthorised parking. Chairman will ask a member of the Parish if he might be willing to do the work.</p>	SW/Sec.  AH.  AH.
<b>3.</b>	<p><b>Finance Matters</b></p> <p>a. Report from Treasurer – attached.</p> <p>b. Transfer name of Account Holders for electricity, water and anything else from Andy to Treasurer. Sec to check if she has a copy of the WAVE water invoice.</p> <p>The changeover of Treasurer from Andy Ferguson to Brian Fergie was confirmed. AC asked for it to be noted that there was no problem with the VPC finances during the transfer process. BF to be provided with a copy of the PC Financial Regulations.</p> <p>Andy had provided a draft cash statement to 19th June (see Appendix 3). This included a list of cheques that had been approved, 100095,100096,100097 and 100098.</p> <p>GA submitted some additional receipts for payment totalling £220.78.- All agreed.</p> <p>BF has prepared update since 19th June (see Appendix 4).</p>	Sec.

	<p>£11.59 – for clickers to record people entering during events – Agreed.  £40 – cable protectors – Agreed. Sec to provide BF with invoice.  £229.95 for walkie talkies purchased by Andy Ferguson – Agreed. It was hoped the PC would reimburse VPC for the walkie talkies and card readers which were to be community resources.  AC asked if a cabinet could be purchased to display historic Swarland Show trophies in the pavilion. This was agreed in principle. AC to get prices.  Wildflower meadow to the east of the site to be cut for the Show– cut to cost £70 then volunteers will be needed to remove the grass.- Agreed in principle.  c. Bank – VPC currently with HSBC but changing to Lloyds. Brian has paid in over £600 cash from the donation boxes to his Barclays account and done a BACS transfer to VPC.</p>	AC
<b>4.</b>	<p><b>Site Issues.</b></p> <p>a. Replacement of east side fence in play area – This needs to be completed before the Show, then bushes can be cut down. Chairman will identify a group of volunteers to help with the task during August . Provisional plan was agreed 2 – 5d. Expenditure on wood etc agreed up to £1500.</p> <p>b. Football field improvements – Soil purchased and work has started on spreading it. Spreading being done by football team.</p> <p>c. Improvements to bowling green – works completed, JR said its 'brilliant'.  Fence to the bowling green needs fixing before the Show- GA to do.</p> <p>d. Play equipment report – GA said no Red actions, some yellow. GA to get costs for works. Some work needed to tower and zip line. Zipline needs taking down and inspecting. It may need replacing if it is corroded. Expenditure of up to £200 agreed.</p> <p>e. Paths – Over the last year or so, two members of the community have complained about the paths. To go on next agenda. Members were encourage to walk the paths in preparation for discussion at next meeting. KH-R said she would walk round the paths with a wheelchair to check them.</p>	<p>SW/GA</p> <p>GA</p> <p>GA</p> <p>KF-R</p>
<b>5.</b>	<p><b>Urgent items and any other business</b></p> <p>a. Views on meeting every 2 months instead of currently quarterly – for discussion and decision – this was briefly discussed and supported in view of the amount of business that has to be dealt with.</p> <p>b. Cllr Woolfrey said that an FOI request had been received about Nelsons rent and the review meetings. A response had been sent but the matter had been further pursued through the PC's complaint system which allows 40 days for response. After this the person could go to the Information Commissioners Office.</p> <p>c. Bike chain for netball hoop securing - £30 expenditure agreed.</p> <p>d. Container access – key for Andy Ferguson agreed.</p> <p>e. CCTV – SW hasn't had time to progress this. Need a formal quote for 6 cameras on the pavilion exterior. AH will speak to Andy Ferguson and prepare a proposal</p> <p>f. Independent valuation for café rent – Should be included in next agenda. Clerk to find out cost of getting an evaluation prior to next meeting. Chairman will prepare briefing document for valuers to be circulated to Committee</p>	<p>AH</p> <p>Sec/SW</p>
<b>6.</b>	<p><b>Items for next meeting</b></p> <p>a. Disposal or storage of banqueting chairs, noting arrival of 50 chairs from SVH – for decision.</p> <p>b. Completion of basketball hoop.</p> <p>c. Increasing the height of the fence.</p> <p>d. Valuation</p> <p>e. Paths</p>	
<b>7.</b>	<p><b>Date of Next meeting:</b>  Monday 15th August 2022 at 5.30pm in Nelsons. Meeting to last 1 Hour.</p>	

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## Vyner Park Charity Annual report for 2021 – 2022

The year, May 2021 to April 2022, has been another interesting year, with COVID-19 influencing substantial aspects of the Park's management, as well the operation of Nelson's. It has been one of remarkable achievements, reflecting the work of the Committee and a large number of Community volunteers.

Over the Spring and Summer in 2021, we had the tarmac surfaces of the Multi Use Games Area (MUGA) and tennis courts stabilised with resin and painted, installed refurbished basketball posts, created basketball and netball courts, cleaned and refurbished the bowling green, improved the play park, as well as general maintenance including cutting back hedges and repairing the paths and fencing. Three pieces of outdoor gym exercise equipment were installed with uninterrupted views down to the coast.

With the help of a large number of local volunteers and donations from a number of sources, we have transformed the Park.

Reflecting these changes a Walking Netball Club has been started using the MUGA, a Bowling Club has been formed and tennis players are often seen using the facilities. In addition, we now have an adult Football Club using the field in the winter, with semi-professional matches being played as part of league fixtures.

The Charity put in a submission to the County Councils LOVE Northumberland Awards outlining the refurbishment project and were highly commended for their work. A small group attended The Alnwick Garden in September to receive a £50 donation to funds from the Duchess of Northumberland.

Funds for the refurbishments have come from a variety of sources including COVID-19 support grants and funds raised by the Vyner Park Management Committee through annual bonfire events and village shows. County Council funding contributed most of the money for the outdoor gym equipment and had also supported the expansion of the associated carpark in the previous financial year.

In order to encourage people to use the facilities, however, we initially made the facilities free to use, and asked for donations. Over the last year we have made a significant amount of money from such donations and the Committee currently have no plans to introduce a payment scheme as the donation scheme is working well.

The Children's Play Area continued to be used and during the COVID-19 pandemic, as the Charity introduced appropriate safety measures. One of the first things we did in the year was purchase and transfer some 10 metric tons of specialised bark chippings to the Play Area. Over 10 volunteers with wheelbarrows turned up to move the bark from the car park to the play area, taking just over an hour. The Park equipment is aging, however, and we had to spend funds on repairing the equipment. Looking ahead the Charity will be required to spend more money on replacing and repairing the equipment and money has been tentatively allocated in future years.

Early on in the year a group of volunteers spent a day putting a new roof on one of our storage containers, which had developed a leak. The work of the Committee involves a lot of activities that are often forgotten about but play an important role in the running of the Park. Committee volunteers now carry out a substantial amount of the grass cutting using machinery the Charity owns and this has saved the community around £2000 a year. Others are occasionally cleaning the MUGA, tennis courts and bowling green. We also now have a fully functional bowling green sweeping machine, although the work was not completed until May 2022.

Stuart Cutforth left the Committee at the beginning of the year as he was leaving the area. Liz Kitson has replaced Stuart. Unfortunately, just after the end of the review period Andy Ferguson resigned from the Committee in June. Over the last few years Andy has made a very significant contribution to the Park, well beyond the normal call of duty. I will certainly miss his contribution, but he will still be involved in helping with Park activities. I would like to thank both Stuart and Andy for their help over the last few years.

Finally, I would like to thank all the Committee members for their help during the year. Our Park Steward, Gregg Anderson spends a lot of time maintaining the Park quietly in the background and we should acknowledge the large amount of works he carries out above that which is contracted. I work closely with our Secretary, Jan Anderson. She spends a lot of time supporting the Committee, as well as Show and Bonfire events, often having to navigate through some very difficult processes and procedures. I would of course like to thank the Parish Council for their support and our County Councillor, Trevor Thorne, for his help in obtaining funding for the outside gym and previously the carpark extension.

**Steve Woolfrey Chairman**  
**Vyner Park Charity 2021/22**  
**Written 4 July 2022**

## VYNER PARK CHARITY

Charity Registration No: 1163835

**HSBC Account No. 9146XXXX – Cash Account**

Period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022

### Income

Nelsons Licence Fee (Rent)	£525.00
Nelsons Utilities	£6600.00
Refund from N Power for over payments + Compensation	£1154.04
Donations/Sponsorship	£11720.00
Parish Council Grant 2020-2021	£7000.00
VAT Refund	£3687.06
<b>Total</b>	<b><u>£30,686.10</u></b>

### Expenditure

Park Refurbishment	£14,110.58
Bank Charges	£15.40
Park Maintenance	£3777.08
Utilities	£5582.35
<b>Total</b>	<b><u>£23,485.41</u></b>

### Cash Position on 31 March 2021

Total Income	£30,686.10
Total Expenditure	£23,485.41
Surplus for year	£7200.69
Bank Balance on 31 <sup>st</sup> March 2021 per Accounts	£15086.83
Add: Surplus	£7200.69
Bank Balance on 31 <sup>st</sup> March 2022	<b><u>£22,287.52</u></b>



Funds available on 1 April 2022

£22,287.52

## **VYNER PARK CHARITY**

Charity Registration No: 1163835

**HSBC Account No. 9146XXXX – Cash Account**

Period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022

### **Notes**

1. These Accounts show only payments through the account no. 9146XXXX with HSBC, Whitley Bay Branch in the name of Vyner Park Charity ("VPC").
2. These Accounts have been prepared on a cash basis without any provision for depreciation of fixed assets.
3. These Accounts have been prepared from the cheque book paying-in book and bank statements for the above account and from invoices and other information as required. A 'light touch' audit has been carried out by Newton on the Moor and Swarland Parish Council.

We approve the Accounts set out above in respect of the year ended 31<sup>st</sup> March 2022.

Signed: Steve Woolfrey, Chairman

Dated:

Signed: Andy Ferguson, Treasurer

Dated:

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