



Charity Registration No: 1163835

Vyner Park Charity, Management Committee, Draft minutes of the meeting 16th November 2023, 3pm, Nelson's, Vyner Park

	Agenda Item	Action
1	<p>Attendance and Apologies</p> <p>Present: Andy Ferguson (Chair), Brian Fergie, Alison Cowan, Andrew Hastie, Rob Simpson, John Richardson, Lynn Fahy, Liz Simpson (secretary)</p> <p>Apologies: Karen Howard Rowe, Kelly Dunn, Greg Anderson</p> <p>Note that the meeting is not quorate as only one Parish Councillor is in attendance.</p>	
2	<p>Minutes of the Previous Meeting</p> <p>It was agreed that the minutes were a true and accurate record of the meeting.</p>	
3	<p>Matters arising from the previous meeting</p> <p>Play digger installation. Andy is creating a work schedule to start work the first week in Dec. The plan is for a hexagonal frame with a cross section of larch sleepers. It will be necessary to section off part of the playground for safety purposes. The total cost of the installation will be very close to £2000 plus VAT. All members agreed this cost</p> <p>Stove Installation All work has taken place and the stove is in situ</p> <p>Electrical Circuit inspection</p> <p>The pavilion recently failed an electrical certification inspection as the regulations for public buildings now require both surge protection and RCD protection – neither of which exist on the pavilion consumer board.</p>	<p>Cost to be approved as meeting not quorate?</p> <p>Lynn F to send bill to Brian F.</p>

	<p>Two options were suggested to address this:</p> <ol style="list-style-type: none"> 1. Add surge protection to the existing consumer unit and replace the individual breakers with RCBO breakers – Cost £2050 + vat. 2. Replace the consumer unit with a unit that has built in surge protection and RCBO protection – Cost £1850 + vat. <p>Option 2 would future proof the electrical supply to the building as it is expected RCBO protection will be mandated sometime in the future. Members agreed that option 2 was the best one to go forward with, need to get quotes from 2 more electricians. PC to be approached to request 50% grant toward overall cost.</p> <p>Post meeting note: Four different companies were approached for quotation but none replied. Agreed by email to proceed with Winn electrical services.</p> <p>Website Transfer This matter has been resolved. Liz S to meet with Jan A so learn how to upload documents to the site.</p> <p>ROSPA - update on work The Zip Wire needs replacing along with the post on the tower. Greg will seek prices to undertake the work along with anything else recommended in the report.</p> <p>Alarm Policy Alison has produced a first draft which will be reviewed. Detail needs to be added in relation to linking with CCTV, keyholders and responders. A colour coded key log list needs to be produced.</p> <p>Asset Register Nelson's / Pavilion assets need to be added.</p> <p>Perpetual Calendar Needs to be produced for regular operational and general maintenance tasks.</p> <p>Preparation of Budget A submission for the budget 24/25 has gone to the Parish Council as we will await their recommendations.</p> <p>Confidential review meeting with Nelson's This meeting took place , see notes below point 4.</p>	<p>Andy F to email 2 electricians for quotes</p> <p>Liz S</p> <p>Greg A</p> <p>Alison C</p> <p>Andrew H</p> <p>Lynn F to send to Brian F</p> <p>Andy F</p>
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	<p>Volunteer support The Bowling Green needs moss treatment on a regular basis. Andy F to order 2 more canisters of wet and forget.</p> <p>Bonfire Cancelled due to waterlogged ground</p> <p>Community Orchard Agreed to defer</p>	Andy F
4.	<p>Nelson's Licence Review</p> <p>Initial Statement by Chair:</p> <p>Currently, Nelson's trade in the Pavilion under a licence agreement. This is the arrangement that was put in place when the business was first set up in 2015. It was also agreed that the licence charge would be agreed on a yearly basis by a subcommittee chaired by a parish councillor, who was not on the VPMC. The subcommittee reviewed a copy of their latest accounts and following discussion on the trading figures and the current year to date along with the other benefits received from Nelson's, a recommended licence fee is put forward to the VPMC.</p> <p>Nelson's business was set up as a non-profit social enterprise, for the benefit of the community. It currently employs 16 local people. Running under a licence agreement gives the following benefits to the Charity:</p> <ol style="list-style-type: none"> 1. The Charity has access to the pavilion should this be required – the kitchen and eating areas are available outside of Nelson's business hours. 2. Nelsons pay the utilities bill for the whole building. This includes the flood lights, park lights, fire alarm, CCTV etc. 3. The running of a Tea Room for the VP show – directors contribute their time for free and all surplus funds are given to the show £815 this year – this is written into the Licence. 4. The running of the Bar and Food stall at the Fireworks night – again directors contribute their time for free all surplus funds given to VP – again this is written into the licence. 5. The kitchen and eating areas have been significantly improved over the years at no cost to VPC. The provision of the impending wood burning stove has had no financial help from 	

VPC, although part of the cost was covered by a grant.

6. The toilets are made available to all park users, and not just to patrons. The toilets are cleaned by Nelson's staff.

7. The pavilion is cleaned, including the changing rooms after football matches by the staff.

If a Tenancy type arrangement was to replace the current Licence arrangement, then the following would have to be considered:

1. The Charity would not have access to the leased areas in the pavilion.

2. Separate water and electricity metres would probably have to be installed.

3. The toilets may only be available for patrons, and not general users of the park.

4. No support to the show or Fireworks – this is currently written in the licence agreement.

5. If Nelsons were to cease trading, is there any guarantee that another business would take over. We do not want to have an empty pavilion again.

Is the Committee happy to continue with a Licence Agreement?

Proposed: R Simpson

Seconded: A Cowen

Carried Unanimously

Further Statement by Chair:

The business has had a challenging year, as have many businesses in the area, with lower footfalls following on from Covid and the current financial crisis. The business has so far not made significant

increases in their prices, despite large wholesale price rises. With the imminent ending of a cheap energy tariff and increases in minimum wages, financial challenges to the business remain. The recommendation from the Nelsons review meeting is that the cash element of the licence fee should remain at £1500 per annum.

It should be remembered that the actual licence fee paid by Nelsons is not the total value of having the business run in the pavilion, as discussed previously. Just including the show and fireworks donations and standing charges for the utilities put the

	<p>actual financial value to over £3000 per annum.</p> <p>A member of the public has proposed that a more reasonable charge would be £8500 – should this be considered?</p> <p>Discussed and rejected unanimously as it was felt that the charge would be too high for the business to continue.</p> <p>Is the committee satisfied with the maintenance of the current licence fee for one more year?</p> <p>Proposed: R Simpson</p> <p>Seconded: A Hastie</p> <p>Carried Unanimously</p>	
5.	<p><i>Sewage Statement.</i></p> <p>In April 2022 NWL (Adam Tindle) agreed that a full hydraulic survey should be conducted to see if the current network capacity was adequate, and to investigate the pumping cycle of slurry from Percy Wood.</p> <p>Several weeks ago, I attempted to get a progress report from NWL. I have just been informed that Adam Tindle was no longer works on the team, however a Mr Adam Tait would now look into the matter and contact me with an update on the 20th November.</p>	AF to update
6.	<p><i>Warm Refuge</i></p> <p>We are looking to offer the pavilion as a refuge in 'Arwen' type conditions. The stove is in place and basic cooking facilities could be provided by using gas bottles.</p> <p>It will be important to consider the day to day business needs of Nelson's.</p> <p>A local group of volunteers would need to be formed to organise and manage.</p> <p>Document outlining rationale and how this might work should be produced to go to the next meeting???</p>	Liz S
7.	<p><i>Consideration of VP as a green space</i></p> <p>Need to establish if as a designated green space and how it would impact.</p> <p>Need to write to PC to establish what the legal situation is with Vyner Park and what protections are already in existence.</p>	Andy F to speak with Liz Clark

	Post meeting note: Liz C to investigate what restrictions are currently in place for the local protective space (lps) and what further restrictions may be imposed if whole park is designated.																
8.	<p>Finance</p> <p>The cancellation of the Bonfire night will have a negative impact on finances. There will be a new income stream with 50% book donation to VP. The show team is continually adding to the overall bank balance to build up a contingency fund to protect the future of the show. Currently it costs over £10K to put the show on. Should we have a very poor turnout for any given show and subsequently show a significant loss, it would be impossible to put on a show the following year without falling back on a contingency fund. The show team feels that a contingency fund should be approximately 70% of the overall show cost, and this is what the team are working towards.</p> <table border="1"> <tr> <td>G anderson</td> <td>109.83</td> <td>Maintenance</td> </tr> <tr> <td>A Whitlow</td> <td>31.55</td> <td>Chainsaw chain</td> </tr> <tr> <td>EDF Energy</td> <td>397.39</td> <td>Electricity</td> </tr> <tr> <td>North'land CC</td> <td>1,586.87</td> <td>Grass cutting</td> </tr> <tr> <td>Swarland Show</td> <td>100.00</td> <td>re Guide camp</td> </tr> </table> <p>The Committee accepted and approved the payment of invoices. Show disbursements agreed.</p>	G anderson	109.83	Maintenance	A Whitlow	31.55	Chainsaw chain	EDF Energy	397.39	Electricity	North'land CC	1,586.87	Grass cutting	Swarland Show	100.00	re Guide camp	
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9.	<p>AOB</p> <p>Food bank donation point Alison to pick up AC to speak with LF</p>	Alison C															
10	<p>Date and time of next meeting</p> <p>Thursday 18th January 2024 5pm Nelson's, Vyner Park</p>																