

## HICKLING PLAYING FIELD OR RECREATION GROUND CHARITY MEETING

*Date:* 17<sup>th</sup> December 2018      *Venue:* Hickling Barn *Time:* 7.30 pm

**PRESENT:** Nick Baker, Gemma Scarborough, Viv Tallowin, Shirley Sainsbury, Louise Chicken , Harry Purnell, Robin Slatter, Harvey Gibbons, Chris Watkins, Claire Madden, Shirley Sainsbury, Richard Booton

**Apologies:** Kat Arnold

**NOTE** - The meeting of the 19<sup>th</sup> November was deemed "inquorate" after checking the HPFRG constitution. So the minutes of the 13<sup>th</sup> August & 29<sup>th</sup> October were revisited with the following items being addressed, 13<sup>th</sup> August were formally approved with 2 changes already made, 29<sup>th</sup> October were formally approved after summarising the increases in the 2019 hire charges for the barn and agreeing that expenses for the new website to be paid direct by HPFRG. It was also agreed to advertise on a website called 'Booking Spaces' which is free (CW).

**Approval of Notes:** 19<sup>th</sup> November notes were amended (RB changed to RS in the section Trustee reports and the word 'check' changed to 'confirmed' and then approved and signed accordingly.

**Matters Arising:** It was noted that the transfer of £1404 from the current account to the gym account had not been formally agreed prior to the transfer taking place. Although this was a temporary transfer and will be fully reimbursed before the end of the financial year it was formally approved tonight. (SS/LC to liaise) It was agreed that a detailed review of gym finances will take place at the end of the current financial year.

**Finance Matters:** Treasurer (LC) summarized the monthly financial report, noting that we were in a surplus at the end of November 2018. The gym committee are researching new pieces of equipment for replacement before the end of January. A new gym instructor to replace Martin has been organized and this person has a doctor referral qualification so we can accept people that a doctor refers to a gym for whatever reason.

**Improvements inside/outside Barn** – NB still waiting for update on options and costs for replacing the south facing barn doors. Acoustics still O/S. Bark for play area in hand.

**Progress Chaser Report** – CD would like to offer some small jobs on a paid basis to a parishioner called Richard Coleman who has many relevant skills and time to offer support. All agreed but we will require quotes before any job is started. HG to liaise with CD. It was agreed that the brick shed in far corner of playing field be renovated and the inside shared between the football club and the charity for our outside events equipment.

**Health & Safety** - All reports are up to date. M Dunstens's H&S report was circulated and signed accordingly. The large slide wooden posts that required attention should have been replaced but SS to confirm.

**Events Team Minutes** – Draft minutes summarized by MP. The events team had a discussion on the suggestion of consolidating many smaller events into fewer larger events but the consensus of opinion was that income could be less, would require more volunteers or if the weather is bad no second chance to recoup any potential loss of income. The event team thought it was unwise to change the overall structure of events at the moment. Village show to remain but add some trade stands. D Mayhew is willing to incorporate the dog show at the village fete.

**Trustee Reports** – SS confirmed hire of floor scrubber for the 4-7<sup>th</sup> January. Dishwasher was serviced with the suggestion that a 32 amp single phase plug be installed for better efficiency. All agreed for DS to undertake when possible. Fire Extinguishers annual service on the 19<sup>th</sup> Dec The Vocalval alarm has also been serviced. Suggestions to take forward, Christmas breakfast, parish walk incorporate a treasure hunt, advertising requires further discussions, encourage more people to join the events team.

**8.45pm** N Baker & C Madden left the meeting. Vice Chair H Purnell took over as chair.

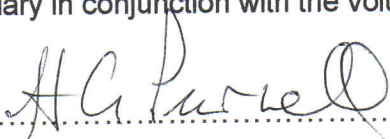
**Fireworks/Bonfire Event for 2019** - RB said he was aware that the Parish council had a discussion and the date had been confirmed as Sunday 3<sup>rd</sup> November for the 2019 event. The PC have allocated £1500 and prefer to use Illusion Fireworks who did such a superb job at the Battles Over event. The Barn agreed to work with the PC and stage the event on the proposed date. A steering committee to be established in due course.

**Volunteers meeting follow up** - MP had collated all suggestions from previous volunteer meetings and circulated to all trustees with various items highlighted for further discussion to take forward. The trustees will have a meeting on Monday 21<sup>st</sup> January 2019 for said discussion. Nina Defue has agreed to take on the responsibility of Volunteer Co-ordinator Nina to be invited to the 21<sup>st</sup> January trustee meeting. In addition Nina & MP are having a meeting with Creative Arts person to see what event(s) they can put on at the barn.

**Phoenix Trust/Hunnies Play Area Equipment** – SS summarised the letter from the PT outlining the distribution of monies left from the closure of the Hickling Hunnies charity. When a charity has closed any monies remaining in the bank account has to be passed over to a charity with the same objectives. This donation will enable the HPFRG charity to spend £3193.93p on new play equipment for the existing play area. The purchasing of equipment will be discussed with interested parties and whatever is finally agreed to be in place before Easter (19<sup>th</sup> April). SS to reply accordingly.

**AOB** – A village survey was suggested but no decision was reached. This to be discussed again on the 21<sup>st</sup> January in conjunction with the volunteer event follow up action planning.

Signed .....



Date.....

21-1-2019