

**Minutes of the Newton Poppleford Playing Field Foundation (NPPFF)
(300848) Trustee Board Meeting (TBM) of Tuesday, 6th December 2022
held at 7.00pm at The Pavilion, Back Lane, Newton Poppleford.**

<p>Present: Cllrs: Burhop (Chair), Carpenter, Dalton, Tillotson, Tribble and Walker (Quorate) Jacqui Baldwin (Secretary/Acting Treasurer) There were no members of the public in attendance.</p> <p>Chair opened the meeting at 7.00pm and thanked all those present for their attendance.</p>	
<p>1. Apologies: Apologies for absence were received from Cllrs. Bilenkyj, Chapman and Lipczynski.</p>	Actions
<p>2. To receive declarations of interest from members of the Trustee Board: All Trustee Board members present declared interests as serving Councillors of Newton Poppleford and Harpford Parish Council, the sole management trustee of the NPPFF. Cllr. Dalton declared a pecuniary interest in agenda item 8(ii) on which point she abstained from the vote.</p>	
<p>3. Minutes: of the meeting held on 8th November 2022 were reviewed. Approval of the minutes was proposed by Cllr. Carpenter, seconded by Cllr. Walker. Resolved unanimously. The minutes were signed as a fair record of proceedings.</p> <p>Matters Arising:</p> <ul style="list-style-type: none"> a) Draft Agreement with Tennis Club remains to be reviewed. b) Unstable oven has now been fixed. c) Two new CO2 extinguishers will be installed on 15th December. d) Appropriate signage to be purchased to indicate location of exterior toilets. e) Security light above exterior toilets has been repaired. f) Quotation for installation of an additional CCTV camera to cover the MUGA is awaited. g) Correspondence received from Sidmouth Cricket Club was discussed. It was agreed that the Chair should respond with a request for an annual fee of £800 for the 2023 season. h) Secretary confirmed that the Pavilion defibrillator was now properly registered with the national database. 	<p>Chair</p> <p>Sec</p>
<p>4. Report from the Management Committee: Cllr. Dalton reported that £160 towards the cost of paint for the redecoration of the Changing Rooms had been raised at the recent Bingo evening. A meeting of the Management Committee would take place in January to discuss 2023 fundraising events. Cllr. Tillotson suggested that the standard of cleaning was not as high as it had been. Cllr. Dalton to feedback to cleaner and to sanction additional hours if required. A request had been received from the Lunch Club for the installation of an additional oven. Chair asked that the Lunch Club present a proposal for</p>	

discussion and review by an electrician. Chair thanked the Management Committee for their continuing hard work.	
<p>5. Matters pertaining to Pavilion and Field maintenance and repair</p> <p>i) Pavilion Heating Chair confirmed that the Pavilion heating was now working following the installation of a new boiler at a cost of £2,320 plus VAT. The plumber had advised that the cause of the failure was that the heat exchanger had rotted. Chair to discuss the cost of the recently installed pump with the plumber to see whether this can be credited or taken back.</p> <p>ii) Pavilion Roof Repairs Secretary confirmed that a quotation is awaited from DJH Roofing.</p>	Chair
<p>6. Matters pertaining to kitchen use/hirer amenity: Burns kit is required for the kitchen first aid box. Secretary to purchase. It was confirmed that no hire charges should be raised for the Lunch Club Christmas lunch or the Senior Citizens tea. It was noted that some hire fees had been lost due to the lack of heating but new hirers are already enquiring for 2023 events.</p>	Sec
<p>7. Multi-Use Games Area It was agreed that the MUGA should not be available for hire on weekdays from 3.30pm to 5.00pm to ensure that the facility is available for free use by local children. Off-peak charge will be £10 per hour, peak charge will be £20 per hour. Secretary and Cllr. Tribble had viewed a virtual presentation from a company called Sportskey demonstrating an on-line booking system. It was felt that the fee of £1,200 per annum was quite expensive but it was agreed that the recording of the presentation should be made available to all. Chair to speak to the MUGA Project Manager about the installation of floodlights. It was noted that planning permission would be required but the provision of floodlights would increase the hours available for hire and hire charges.</p>	Chair
<p>8. Financial Matters:</p> <p>i) Treasurer handover arrangements Secretary confirmed that handover arrangements are in place with the support of the Internal Auditor. New Treasurer will take over accounts in January. In the meantime, Secretary will complete VAT return and December quarterly invoices.</p> <p>ii) To review payments for November 2022 Cllr. Walker proposed that invoices listed for payment in the sum of £1727.57 be approved. Seconded by Cllr. Tillotson and resolved with one abstention Secretary to note and make payments.</p> <p>iii) To note Cashbook Summary to end November 2022 Noted.</p>	Sec
<p>9. To consider ongoing/future fundraising proposals for 2022/23</p> <p>i) Quiz – Chair to contact Rob Derbyshire about running a quiz in January or February.</p> <p>ii) It was suggested that corporate sponsorship from local businesses be sought for the 2023 Fireworks event.</p> <p>iii) It was agreed that a Christmas Fayre should be held in 2023.</p>	

<p>10. Matters considered as urgent by presiding Chair None raised</p>	
<p>11. Date of next meeting Tuesday, 17th January 2023, 7.00pm at The Pavilion.</p>	
<p>With no further business to conduct, the Chair closed the meeting at 8.00pm.</p>	
<p>Approved as a true reflection of the meeting</p> <p>Chair</p> <p>Date</p>	

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