

**Minutes of the Newton Poppleford Playing Field Foundation (NPPFF)
(300848) Trustee Board Meeting (TBM) held at 7.30pm on Tuesday, 16th May 2023 at
The Pavilion, Back Lane, Newton Poppleford.**

<p>Present: Cllrs Carpenter (Acting Chair), Dalton, Tillotson, Tribble and Walker Jacqui Baldwin (Secretary) David Zirker (Treasurer) There were no members of the public in attendance. Acting Chair opened the meeting and outlined the fire regulations and evacuation procedures.</p>	
<p>1. Apologies: Apologies for absence received from Cllr. Lipczynski were noted and approved.</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. Cllrs. Tillotson and Tribble declared interests as part of an organisation (Community Café) that hires the Pavilion.</p>	
<p>3. Minutes: of the meeting held on 18th April were reviewed.</p> <p>Approval of the minutes was proposed by Cllr. Tribble, seconded by Cllr. Walker. Resolved unanimously. The minutes were signed as a fair record of proceedings.</p> <p>Matters Arising:</p> <p>a) Sec to check the status of the agreement between the NPPFF and the Sidmouth Cricket Club. (Correspondence subsequently found stating: <i>“Taking on a longer term agreement with NPPFF has proved to be a sticky subject within the Club. We have our 200th Anniversary as a Club in 2023 and it was felt there is too much going on to commit to a long term agreement at this time. Economic factors, outside of our control, were also raised so it seems prudent to hold fire on this proposal until 2024.”</i>)</p> <p>b) Sec to contact the Tennis Club direct regarding their Licence Agreement.</p> <p>c) The idea of creating a cinema club to be investigated further.</p>	Sec Sec
<p>4. Report from the Management Committee: Cllr Dalton reported that the current cleaner has given notice but is prepared to continue until a replacement is found. Position to be advertised. A quotation in the sum of £165 has been received for a professional deep-clean of the kitchen. Cllr. Tillotson to circulate the quotation. It was agreed that this should be accepted and the contractor be asked to quote for carrying out the regular, weekly clean of the Pavilion. Feedback from the Coronation Fun Day was excellent but the lack of volunteers was disappointing. More people are needed to help with fundraising and organising events on this scale as there is too much work for the Management Committee alone.</p>	LD

<p>5. Matters pertaining to Pavilion and Field maintenance and repair:</p> <ul style="list-style-type: none"> i) Flood damage – Sec confirmed that quotations are being obtained for repairs to playing field fencing and the MUGA surface. Arccas have been advised to take care when mowing due to the amount of debris on the playing field and playground surface. ii) CCTV – installation awaited but there is less urgency with the MUGA not in use due to flood damage. iii) Fire exit door has been replaced at no charge. iv) Front Door Cllr Dalton reported that there appear to be issues with the handle of the front door. Secretary to contact Carla Bilenkyj to obtain the contact details of the contractor. v) Cllr. Dalton to obtain quotation to instal a PIR light above the front door. Steve Silver to be asked to paint a white line along the edge of the doorstep. vi) Large items currently being stored in the skittle alley to be moved to the new container as soon as possible. vii) Check to be carried out on barbeque to ensure that it is still in working order following the fire. Sec to order a replacement CO2 fire extinguisher for the kitchen. viii) Consideration to be given to purchasing gazebos for use at future events. 	<p style="text-align: center;">Sec</p> <p style="text-align: center;">LD/Sec</p> <p style="text-align: center;">Sec</p>
<p>6. Matters pertaining to kitchen use/hirer amenity:</p> <ul style="list-style-type: none"> i) Poppets Playgroup – complaint Acting Chair outlined the complaint which related to the behaviour of members of the Probus Club arriving early for their meeting whilst the playgroup was still in the hall. DZ acknowledged that the incident had taken place but that it had been dealt with and would not happen again. Acting Chair pointed out that such an incident could not happen again as the safeguarding of children was involved. If any further such reports were received Probus would be asked to reschedule to a different day or relocate their meetings. ii) Community Café – complaint On behalf of the Community Café, Cllr. Tribble advised that there had been an issue with invoicing for Jan-March. An email exchange on this issue had taken place with the Treasurer the tone of which Cllr. Tribble considered unacceptable. The Treasurer stated that the correct invoice had now been issued and he felt that to raise a complaint was unnecessary. Treasurer was advised by Councillor Tribble that the revised invoice to correct the original incorrect invoice had, in fact, not been received and that further complaint would be made if more errors occurred. Treasurer stated that, in his opinion, the Community Café was a commercial concern and should not be given preferential treatment or charged at the ‘community’ hire rate. It was pointed out that the Community Café was being charged at a rate agreed by the Trustee Board. 	
<p>7. Financial Matters:</p> <ul style="list-style-type: none"> i) Treasurer’s Report Treasurer provided a Profit & Loss Report and Balance Sheet for the year ending 31st March 2023 and confirmed that the April invoices had now been issued. ii) To review payments for May 2023 Treasurer provided a list of standing orders and payments due for payment monthly. Cllr. Dalton noted that she had been waiting for some time for reimbursement of costs incurred in relation to the Coronation event. Treasurer suggested that this payment had been 	

<p>delayed as authorisation was required. He confirmed that the appropriate funds had now been transferred.</p> <p>iii) Lloyds Bank Treasurer to check the status of Lloyds bank signatories following the departure of Cllr. Burhop. TBM may need to consider appointing an additional signatory. The forthcoming closure of Lloyds Bank, Sidmouth, and the difficulties this might cause, was noted.</p> <p>Acting Chair thanked the Treasurer for his report.</p>	
<p>8. Events: Cllr. Dalton confirmed that a Bingo evening would take place on 3rd June. Cllr. Tribble agreed to promote via Facebook.</p>	<p>SPT</p>
<p>9. Matters considered as urgent by presiding Chair: None reported.</p>	
<p>10. Date of next meeting Tuesday, 20th June 2023, 7.00pm at The Pavilion to be followed by the NPHPC Finance Committee. Cllr. Tribble offered her apologies in advance as she will be away.</p>	
<p>With no further business to conduct, the Chair closed the meeting at 8.15pm.</p>	
<p>Approved as a true reflection of the meeting</p> <p>Chair</p> <p>Date</p>	

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