

**Minutes of the Newton Poppleford Playing Field Foundation (NPPFF)
(300848) Trustee Board Meeting (TBM) held at 7.30pm on Tuesday, 20th June 2023 at
The Pavilion, Back Lane, Newton Poppleford.**

<p>Present: Cllrs Carpenter (Acting Chair), Dalton, Lipczynski, Tillotson 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>	Actions
<p>1. Apologies: Apologies for absence received from Cllrs. Hughes and Tribble were noted and approved.</p>	
<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.</p>	
<p>3. Minutes: of the meeting held on 16th May 2023 were reviewed.</p> <p>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) Sec confirmed that the Tennis Club Licence Agreement was with them for signature. b) Information on how to set up a Community Cinema had been circulated by the Secretary. c) New fire extinguisher to be fitted on 27th June. 	
<p>4. Report from the Management Committee: Cllr Dalton reported that the kitchen deep clean would be carried out on 22nd June. The contractor who is carrying out this work will commence cleaning the Pavilion on a trial basis on 29th June at a cost of £40 per week. There are still issues with hirers not cleaning kitchen equipment after use and/or not wiping floors etc. Cllr. Carpenter said that this subject had been discussed on a number of occasions and it was important to find a solution and move forward. Options to be considered include a check list for signature on arrival or departure or payment of a refundable deposit by hirers. To be discussed in detail at the July meeting. Cllr. Dalton stated that the Terms of Reference circulated by the Secretary for discussion were not the most recent iteration of this document. A revised document had been prepared by Cllr. Burhop in September 2018. It was agreed that this document would be circulated for discussion at the July meeting.</p>	Sec
<p>5. Matters pertaining to Pavilion and Field maintenance and repair:</p> <ul style="list-style-type: none"> i) Flood damage – Sec provided an update on insurance claims. At the request of the insurers the MUGA had been fenced off for safety reasons and insurance will cover the cost of this. The Loss Adjuster has confirmed that insurance does not cover flood damage to the fencing around the playing field and playground and the Parish Council will have to find another way of funding the repairs. 	

<ul style="list-style-type: none"> ii) CCTV – installation awaited but there is less urgency with the MUGA not in use due to flood damage. Sec has chased the contractor. iii) Front Door - Cllr Dalton to contact Carla Bilenkyj to obtain the contact details of the contractor. iv) Cllr. Dalton advised that the cost of installing a PIR light above the front door would be £180 and this expenditure was approved. v) Parish Maintenance Contractor to be reminded to paint a white line along the edge of the doorstep. Sec confirmed that the PMC was aware that the manhole cover surround required attention. 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 BBQ to ensure that it is still in working order following the fire. 	<p>LD</p> <p>Sec</p>
<p>6. Matters pertaining to kitchen use/hirer amenity:</p> <ul style="list-style-type: none"> i) Cricket Teas It was noted that the provision of cricket teas on Saturdays was making it difficult to hire out the Pavilion on Saturday afternoons as hirers do not want to share the space. The cricket club appear to assume that hiring the playing field gives them the right to access the Pavilion facilities which it does not. Cllr. Tillotson advised that no cricket teas were provided on a Sunday as the players brought their own food. The Treasurer reported that the Dog Club had complained that there was very limited parking available for their Sunday afternoon events when there was a cricket match taking place. DZ suggested that, on the occasions when these events clash, the gate into the playing field from the Pavilion car park should be opened and the cricketers asked to park on the field. It was agreed to discuss in more detail at the July meeting when more time would be available. ii) Table Tennis Club The Table Tennis Club had complained about ants in the kitchen. It was noted that there is currently an issue with ants but it is difficult to deal with them without using chemicals which are not acceptable in a kitchen facility or which may be harmful to dogs. 	
<p>7. Financial Matters:</p> <ul style="list-style-type: none"> i) Treasurer’s Report Treasurer advised that there was currently £22k in the bank account. No reports were provided. ii) To review payments for June 2023 Treasurer confirmed that June payments comprised of the usual standing orders and direct debits. Cllr. Dalton handed over the cash received at the Bingo night to the Treasurer for banking. Cllrs. Carpenter and Walker both expressed disappointment that a full list of payments to be made was not presented for approval. 	
<p>8. Events:</p> <p>Cllr. Dalton reported that the Bingo evening which took place on 3rd June was not as well attended as the previous event. This could be attributed to the fact that it took place in the half term holiday and the weather was fine. The next Bingo evening will be in August and this will be followed by a Hallowe’en event for the children in October.</p> <p>The Secretary advised that she had received a brochure detailing the events that would be taking place to celebrate the 80th anniversary of the D-Day Landings in June 2024 including the lighting of beacons in Normandy and across the UK at 9.15pm on 6th June. Secretary to circulate the information. Consideration to be given to holding a community event to celebrate this</p>	<p>Sec</p>

anniversary.	
<p>9. Treasurer position – conclusion of 6-month trial: Cllr. Carpenter asked Mr Zirker whether he wished to continue in the role of Treasurer at the conclusion of the trial period. Mr Zirker said that he did not wish to do so but was happy to continue until a replacement was found. The quarterly accounts and VAT return will be completed to the end of June. Mr Zirker noted that the year end accounts are ready for examination by the internal auditor. Management Committee to meet early next week to discuss advertising the position in the local area. Cllr. Carpenter thanked Mr Zirker for his efforts over the past 6 months.</p>	MC
<p>10. Date of next meeting Monday, 17th July 2023, 7.00pm at The Pavilion.</p>	
<p>With no further business to conduct, the Chair closed the meeting at 8.20pm.</p>	
<p>Approved as a true reflection of the meeting</p> <p>Chair</p> <p>Date</p>	

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