

**Minutes of the Newton Poppleford Playing Field Foundation (NPPFF)
(300848) Trustee Board Meeting (TBM) held at 7.00pm on Monday, 7th August 2023 at
The Pavilion, Back Lane, Newton Poppleford.**

<p>Present: Cllrs Carpenter (Acting Chair), Dalton, Harrison, Hughes, Tillotson, Tribble and Walker Jacqui Baldwin (Secretary) David Zirker (Treasurer) District Cllr. Chris Burhop 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. Bisseker and Lipczynski 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. Events: Board Members agreed to deal with this item on the agenda first to accommodate Cllr. Burhop. Cllr. Burhop advised that, although he was happy to assist with the organisation of the Fireworks event, he would be away from the early September to the middle of October and a number of matters therefore required early attention. Sec confirmed that the Parish Council had already resolved to hold a Firework event in 2023 and had subsequently set the date as 3rd November. Cllr. Burhop suggested that a working party be formed to progress matters such as ticket prices, stewarding, concessions and licensing once the Parish Council had confirmed a budget for the event. In the meantime, Cllr. Burhop confirmed that he had been in contact with Rocketman Fireworks and the Fire Act. Sec reported that Cllr. Lipczynski had indicated that he and other volunteers from Harpford would build the bonfire. Further discussion to take place on 15th August. Cllr. Burhop left the meeting at 7.25pm.</p>	
<p>4. Minutes: of the meeting held on 20th June 2023 were reviewed. Approval of the minutes was proposed by Cllr. Walker, seconded by Cllr. Dalton. Resolved unanimously. The minutes were signed as a fair record of proceedings. Matters Arising: a) Sec advised that the Tennis Club had refused to sign the Licence Agreement as it contained a 6-month notice period which was not acceptable to them. Sec was asked to communicate with the Tennis Club with the aim of getting this matter resolved by 1st October.</p>	SEC
<p>5. Report from the Management Committee: There was a discussion about the proposed Terms of Reference of the Management Committee. Cllr. Dalton suggested that the Management Committee was being taken for granted and received little support from the rest of the Trustee Board. Cllr. Tillotson pointed out that last summer, when both she and Mrs. Swan were unwell, almost all responsibility fell on Cllr.</p>	

<p>Dalton's shoulders which was unfair. Cllr. Hughes suggested, in such circumstances, there should be a formal process of escalation for the Management Committee to follow.</p> <p>Sec confirmed that she would be writing to all regular hirers asking them to consider representation on the Management Committee. In addition, a request for support would go out to residents via the PCC magazine.</p> <p>Sec to prepare a revised version of the Terms of Reference for consideration at the next meeting. This to include a revised meeting calendar reducing the number of meetings of the full Trustee Board of Management to four per year to coincide with the commencement of the new financial year, budget approval, production of year end accounts and the Annual General Meeting.</p>	<p>SEC</p> <p>SEC</p>
<p>6. Matters pertaining to Pavilion and Field maintenance and repair:</p> <ul style="list-style-type: none"> i) Flood damage – fencing repairs are ongoing. ii) CCTV – installation of additional camera to cover the MUGA to take place within the next two weeks. iii) Front Door security light – Sec to arrange access for the electrician to carry out the necessary works. iv) Large items currently being stored in the skittle alley to be moved to the new container as soon as possible. v) Check to be carried out on BBQ to ensure that it is still in working order following the fire. 	<p>SEC</p>
<p>7. Matters pertaining to kitchen use/hirer amenity: Cllr Dalton reported that the kitchen deep clean had now taken place.</p>	
<p>8. Financial Matters:</p> <ul style="list-style-type: none"> i) Treasurer's Report A financial report for the four months to the end of July had been circulated prior to the meeting. Chair thanked the Treasurer for this report and for the useful suggestions contained therein. The Treasurer advised that £18,000 had been transferred to a deposit account and the Trustee Board will need to decide how much to keep in that account in the longer term. ii) To review payments to be made in August 2023 Treasurer confirmed that the usual standing orders and direct debits would continue to be made, and, in addition, there were invoices totalling £4,579.61 to be authorised. Members unanimously approved the list of payments. <p>On behalf of the Trustee Board, Cllr. Tribble thanked DZ for taking on the role of Treasurer for the past 7 months. It was appreciated that the requirements of the post had perhaps been more onerous, and more contentious, than anticipated. Despite some disagreements all members of the Trustee Board were grateful for DZ's contribution and advice.</p> <p>DZ to hand over all financial files to the Secretary. Secretary to arrange to pass 2022-23 Year End accounts to the auditor.</p> <p>Following DZ's departure from the meeting, Cllr. Tribble advised that there had been three applicants for the post of Treasurer. Arrangements had been made to interview two candidates but one pulled out as she wanted more hours than were being offered. The third candidate, Lynne Hodge, had been interviewed and had been offered the post. An hourly rate of £15.00 had been agreed and Lynne will take up the post on 21st August. Cllr. Tribble advised that Lynne was a former resident of Newton Poppleford now living in Sidmouth who had previously managed the Accounts department at Ladram Bay.</p>	

<p>9. Date of next meeting Monday, 18th September 2023 commencing at 7.00pm at The Pavilion.</p>	
<p>With no further business to conduct, the Chair closed the meeting at 8.40pm.</p>	
<p>Approved as a true reflection of the meeting</p> <p>Chair</p> <p>Date</p>	

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