

**Minutes of the Newton Poppleford Playing Field Foundation (NPPFF)
(300848) Trustee Board Meeting (TBM) of Tuesday, 19th July 2022 – 7.00pm
held at The Pavilion, Back Lane, Newton Poppleford.**

<p>Present: Cllrs: Bilenkyj, Burhop (Chair), Carpenter, Dalton, Lipczynski, Tribble and Walker (Quorate) Jacqui Baldwin (Proper Officer/Clerk) There were no members of the public in attendance.</p> <p>The meeting commenced at 7.00pm. Chair opened the meeting and thanked all those present for their attendance.</p>	
<p>1. Apologies: - Received from Cllrs. Chapman, Morgan and Tillotson Noted and absences 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.</p>	
<p>3. Minutes: of the meeting held on 21st June 2022 were reviewed. Approval of the minutes was proposed by Cllr. Walker, seconded by Cllr. Dalton. Resolved unanimously. The minutes were signed as a fair representation of proceedings.</p> <p>Matters Arising:</p> <ul style="list-style-type: none"> a) Cllr. Walker had obtained details of a cleaning contractor for the chairs. Cllr. Dalton to contact. b) Chair to speak to Lunch Club organiser about the standard of post-event cleaning prior to 12th August. c) Draft Agreement with Tennis Club has been revised and submitted to Chair for review d) Chair confirmed that Cllr. Tribble had volunteered to become the Data Processor and named contact for the CCTV system. Cllr. Tribble will undertake training with the system installer. e) Clerk to contact Devon Contract Waste re: an 'all waste' collection. f) Unstable oven remains to be fixed g) PTFA have been informed of the terms on which the circus event can take place in July 2023 and their response is awaited. PTFA have been advised that the charge for Pavilion/Field hire for the event would a minimum of £10 per hour and a maximum of £17 per hour for a 24 hour period. 	<p>LD</p> <p>Chair</p> <p>Chair</p> <p>Clerk</p> <p>Chair/LD</p>
<p>4. Report from the Management Committee: Cllr. Dalton confirmed that the new kitchen door has now been fitted and the new door to the changing room is due to be fitted within the next few days. Hard wire testing has been carried out and certification awaited. The cleaner is carrying out a programme of deep cleaning the kitchen over a period of weeks. Cleaner has also agreed to be responsible for putting out the waste containers for collection. Chair thanked the Management Committee for their efforts.</p>	

<p>5. Matters pertaining to Pavilion and Field maintenance and repair Cllr. Dalton requested that the hall ceiling be re-painted. Chair suggested that this be postponed until the roof repair has been tested by a period of rain. Clerk confirmed that the Parish Maintenance Contractor has been asked to re-open the second exterior toilet.</p>	
<p>6. Matters pertaining to kitchen use/hirer amenity Cllr. Tribble reported that feedback continues to be positive although hirers have suggested that some additional kitchen equipment would be useful e.g. saucepans. Once an inventory has been taken the Management Committee will decide what is required. The Lunch Club have indicated that they would be happy to make a donation towards any new equipment purchased.</p>	
<p>7. Financial Matters:</p> <p>i) To receive an update on the post of Treasurer The advert in the July issue of the Parish Magazine has not elicited any applications for this post. Advert to be repeated in the September magazine. The Clerk indicated that she would be prepared to continue as Acting Treasurer in the interim. Chair proposed that, from 1st August, the Clerk be paid for her services in this role at the hourly rate advertised. Seconded by Cllr. Lipczynski and resolved unanimously.</p> <p>ii) To review payments to be made in July 2022 Cllr. Lipczynski proposed that invoices listed for payment in the sum of £472.56 be approved. Cllr. Tribble declared a pecuniary interest as a payee and abstained from the vote. Seconded by Cllr. Carpenter and agreed with 6 votes in favour. Clerk to action. Chair noted that the cashbook summary for July shows £26,495.13 available funds with the installation of the cctv and replacement of two doors to be paid for shortly. Clerk was asked to confirm whether a grant had been received towards the cost of the cctv. Clerk to investigate (<i>subsequently confirmed that a £1,000 grant was received from the Devon Community Fund in November 2021 and a £500 contribution was made by the Parish Council in August 2021</i>)</p> <p>iii) Lloyds Bank Mandate Chair confirmed that Lloyds Bank are now processing the request to add two signatories to the account and the requested changes to the mandate should be made shortly.</p>	<p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p>
<p>8. To correspondence received from the Community Café Cllrs Tribble, Dalton and Walker declared an interest in this item and left the meeting prior to a discussion taking place. The Community Café sought permission from the Trustee Board to site a bench on NPPFF land. The bench will be purchased from Community Café funds and donated to the Parish Council for community use. The proposed site of the bench was noted and approved on the basis that the Community Café cover the cost of installation. Cllrs. Tribble, Dalton and Walker returned to the meeting.</p>	
<p>9. To consider ongoing/future fundraising proposals for 2022/23 Bonfire Night – Chair agreed to contact Rocketman Fireworks to get some idea of the potential cost of holding an event this year. The event ran at a loss in 2021 and any significant increase in prices could be challenging. Burns Night – Chair to ascertain whether the Tennis Club will be running this event in 2023.</p>	<p style="text-align: right;">Chair</p> <p style="text-align: right;">Chair</p>

<p>Quiz – as the Jubilee Quiz was very well supported consideration to be given to holding another quiz in the Autumn. Potential for 10-15 tables in the hall. Chair to contact Rob Derbyshire.</p>	Chair
<p>10. Matters considered as urgent by presiding Chair: Chair advised that the installation and use of a cctv system requires the adoption of a CCTV Policy to comply with legislation. Chair proposed that, to avoid the creation of a separate suite of policies for the NPPFF, the Trustee Board should agree to adopt and adhere to policies already established by the Parish Council including the CCTV Policy. Seconded by Cllr. Tribble and resolved unanimously. Cllr.Tribble suggested that, as a matter of good practice, any person having access to the CCTV images should be DBS checked.</p>	
<p>11. Date of next meeting 7.00pm on 20th September 2022 at The Pavilion.</p>	
<p>With no further business to conduct, the Chair closed the meeting at 7.50pm.</p>	
<p>Approved as a true reflection of the meeting</p> <p>Chair</p> <p>Date</p>	

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