

**Minutes of the Newton Poppleford Playing Field Foundation (NPPFF)
(300848) Trustee Board Meeting (TBM) held at 7.00pm on Monday, 20th February
2023 at The Pavilion, Back Lane, Newton Poppleford.**

<p>Present: Cllrs Burhop (Chair), Carpenter, Lipczynski, Tillotson, Tribble and Walker (Quorate) Jacqui Baldwin (Secretary) David Zirker (Treasurer) There were no members of the public in attendance.</p> <p>Chair opened the meeting and outlined the fire regulations and evacuation procedures.</p>	Actions
<p>1. Apologies: Apologies for absence received from Cllrs. Dalton and Morgan were noted and approved. Clerk confirmed that no apologies had been received from other absent members.</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 24th January 2023 were reviewed.</p> <p>Approval of the minutes was proposed by Cllr. Walker, seconded by Cllr. Carpenter. 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 has now been submitted to the Tennis Club for review. b) Chair confirmed that discussions with Sidmouth Cricket Club regarding fees for the 2023 season have taken place and it has been agreed that SCC will be pay £700 for the 2023 season. Treasurer to invoice SCC on 1st April. SCC will cross invoice Exmouth Cricket Club for their matches and share of maintenance fees. Sidmouth CC to discuss the provision of cricket teas with the Community Café. c) Cleaning contractor has been asked to empty the new MUGA litter bin. 	
<p>4. Report from the Management Committee: Cllr. Tillotson advised that a deep clean of the Pavilion kitchen is urgently required as previously reported. Additional kitchen storage is needed and the storeroom has to be tidied to free up space to house art group display boards. It was agreed that the Management Committee should purchase a storage unit to be placed outside the Pavilion which will allow the recycling boxes and bags to be removed from the hallway. Budget for storage unit £125.00. Cllr. Tribble to arrange purchase. Cllr. Tillotson confirmed that the framing of the football pictures is almost complete. Chair thanked the Management Committee for their continuing hard work.</p>	SPT

<p>5. Matters pertaining to Pavilion and Field maintenance and repair</p> <p>i) Pavilion Roof Repairs Roof repairs have been completed but the contractor has advised that the roof is in poor condition and will provide a report to the Treasurer.</p> <p>ii) Car Park Cllr. Tribble stated that a request had been received for designated disabled parking spaces to be provided. Currently spaces are being manually marked out on a Saturday morning. Cllr. Tribble suggested that consideration should be given to extending the car park to accommodate the increasing number of visitors to the Pavilion. Cllr. Burhop pointed out that a long-term agreement with either the football or cricket club would give access to funding but, unfortunately, neither is currently in place. It was agreed that a meeting should be arranged with Sidmouth Vikings to discuss fundraising. The Vikings had previously agreed to assist with raising funds for the MUGA floodlights but it would be more beneficial if this effort could be diverted to supporting a car park extension. Treasurer suggested that an overflow car park could be created between the existing car park and the storage shed by laying a plastic parking grid rather than laying tarmac over the area. For busy events the existing field gate could be opened giving access to the additional space. It was agreed that the funds should be sought to add line markings to the existing car park and provide an overflow car park on the playing field. Cllr. Tribble to arrange meeting with Vikings representatives.</p> <p>iii) CCTV Cllr. Tribble reported that she and the Secretary met the CCTV contractor to discuss the location of the existing cameras and the addition of a camera to cover the MUGA area. The contractor will provide a report and recommendations with costings shortly. Chair requested that the CCTV signage be installed as soon as possible. Sec to note and action</p> <p>iv) Exterior Toilets In view of issues with vandalism it was agreed that one toilet will remain open on an automatic timer while the other will be permanently locked and only unlocked for specific events.</p>	<p>SPT</p> <p>Sec</p>
<p>6. Matters pertaining to kitchen use/hirer amenity: It was agreed that the Management Committee should make arrangements for a kitchen deep clean to be carried out with the help of volunteers.</p>	<p>MComm</p>
<p>7. Financial Matters:</p> <p>i) Treasurer's Report Treasurer suggested that, to improve cash flow, regular hirers will be invoiced monthly rather than quarterly. For one-off hires under £200 value full payment in advance will be required. Advance payments will be recorded as deposit payments until the event has taken place. For larger events e.g. weddings, a deposit will be requested to secure the booking.</p> <p>ii) To review payments for February 2023 Treasurer advised that there were no major expenses to report this month. Chair stated that the Trustee Board was responsible for authorising payments and, therefore, a list of payments to be made each month would need to be produced for all members to review at this meeting. If any single, emergency payments are required information can be circulated by email for approval. Signatories to the Lloyds Bank account may need to be reviewed following the Local Council elections in May.</p> <p>iii) Budget and Business Plan Preparation</p>	

<p>Treasurer stated that the aim for the next financial year would be a breakeven budget. This may require some review of hire rates once regular income and expenditure had been analysed. New business and fundraising ideas should be sought to improve income. Treasurer suggested that the TBM should consider advertising the Pavilion as a wedding venue although it was noted that regular cricket and football matches may put off some potential hirers.</p>	
<p>8. To consider ongoing/future fundraising proposals for 2022/23 Chair confirmed that Rob Derbyshire had been booked to run a Quiz Night on Friday 24th March and the Coronation Quiz on 8th May. It was agreed that, in response to advice received from EDDC relating to the forthcoming election, all Coronation events would be organised by the NPPFF with the support of community volunteers. Posters seeking volunteers to be created and posted on Facebook and around the village. Chair advised that the PTA were still considering the possibility of holding a circus in the summer but no decision had yet been made.</p>	<p>MComm</p>
<p>9. Matters considered as urgent by presiding Chair None raised</p>	
<p>10. Date of next meeting Monday, 20th March 2023, 7.00pm at The Pavilion to be followed by the NPHPC Finance Committee at 8.00pm.</p>	
<p>With no further business to conduct, the Chair closed the meeting at 8.30pm.</p>	
<p>Approved as a true reflection of the meeting</p> <p>Chair</p> <p>Date</p>	

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