

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

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| <p>Present: Cllrs Burhop (Chair), Bilenkyj, Chapman, Dalton, Lipczynski, Tillotson, Tribble and Walker (Quorate) Jacqui Baldwin (Secretary) There were no members of the public in attendance. Chair opened the meeting and outlined the fire regulations and evacuation procedures.</p> | Actions |
| <p>1. Apologies: Apologies for absence received from David Zirker, Treasurer, and Cllrs. Carpenter and Morgan 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 20th February 2023 were reviewed.</p> <p>Approval of the minutes was proposed by Cllr. Chapman, seconded by Cllr. Tillotson. Resolved unanimously. The minutes were signed as a fair record of proceedings.</p> <p>Matters Arising:</p> <ul style="list-style-type: none"> a) Tennis Club response to draft Licence Agreement is awaited. b) New bin store has been purchased and installed Members thanked Robert Tribble for his assistance with this. c) Cllr. Tribble is awaiting a response from the Sidmouth Junior Vikings organiser about a date for a meeting together with an update on the storage area clean-up. d) A quotation for the additional CCTV unit is still awaited. Signage has been erected. e) Kitchen deep clean has not yet taken place. Chair suggested that Management Committee set a date and ask for volunteers. f) It was confirmed that posters seeking assistance with the organisation of the Coronation celebration had been placed on Facebook and on noticeboards around the village. | MComm |
| <p>4. Report from the Management Committee: Cllr. Dalton reported that the manhole covers outside the front entrance were a potential trip hazard. Secretary to contact parish maintenance contractor and ask him to inspect.</p> | Sec |
| <p>5. Matters pertaining to Pavilion and Field maintenance and repair</p> <ul style="list-style-type: none"> i) Changing Rooms Chair reported that the Parish maintenance contractor had started to treat the mould in the changing rooms, but further work is required. Arrangements to be made for the cricketers to paint the changing rooms prior to the start of the new cricket season. Cllr. Dalton confirmed that £160 had been raised at the Bingo night to purchase the paint. ii) Car Park | |

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| <p>Chair confirmed that he contacted one contractor who will quote for the installation of a plastic parking grid. Two further quotations will be required. It was agreed that the condition of the existing car park is reasonable but it would be beneficial to have parking bays, including disabled spaces, marked out. Cllr. Tribble to enquire whether the SJV had any contacts who might be interested to quote. It is hoped that SJV will support any car park fundraising activities.</p> <p>iii) Rear Fire Door It had been noted that the rear Fire Door was no longer closing correctly. Cllr. Bilenkyj to contact the contractor who installed the door about a repair. It is possible that someone has tried to force entry to the building.</p> | <p>Cllr. Bilenkyj</p> |
| <p>6. Matters pertaining to kitchen use/hirer amenity: Cllr. Dalton reported that hirers had complained that there was insufficient room in the kitchen freezer as it was being used for storage of Lunch Club provisions. A complaint had also been received from the playgroup about Probus members arriving early for their meeting and banging on the windows. The group had been spoken to. Generally, feedback is very positive and private hire enquiries are increasing.</p> | |
| <p>7. Financial Matters:</p> <p>i) Treasurer’s Report In the absence of the Treasurer no report was submitted.</p> <p>ii) To review payments for February 2023 Chair stated that the Trustee Board was responsible for authorising payments and, therefore, a list of payments – whether regular or one-off - must be produced for all members to review at this meeting.</p> <p>Budget and Business Plan Preparation Chair recorded his thanks to the Treasurer for circulating a draft Budget for 2023-24 prior to this meeting. Cllr. Tribble confirmed that the Management Committee had reviewed the income and expenditure proposals and had made some revisions based on an increase in the hourly Community hire rates to £8 and £10 from £7 and £9. This resulted in a budgeted profit of £1,200 for the year which the MC felt was more realistic. It was agreed that regarding repairs/maintenance the following items should be provided for:</p> <ul style="list-style-type: none"> a) Roof repairs b) Upgrade to CCTV system c) Car Park improvements d) Internal redecoration every 2/3 years – which will be required more frequently with increased Pavilion usage. <p>Cllr. Bilenkyj commented that the documents circulated provided a useful overview for the Trustee Board. The amendments to the Budget proposed by the Management Committee were approved unanimously. Chair will feed back to the Treasurer.</p> <p>Secretary to advise regular hirers of increase in hourly rates of hire from 1st May.</p> <p>There was a discussion regarding the fees currently being paid by the Community Café. Cllr. Tribble stated that kitchen use fees had been waived in return for the Community Café volunteers cleaning internal and external toilets, kitchen and washing the main hall floor. Chair pointed out that in September 2021 the TBM had resolved that the Community Café would be charged for kitchen use in addition to a hire fee of £7 per hour. In accordance with the Terms & Conditions all Hirers have a responsibility to</p> | <p>Sec</p> |

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| <p>leave the Pavilion in the condition in which they find it – including the kitchen and toilet facilities. If any Hirers are not adhering to these conditions, it should be reported to the Management Committee and appropriate action taken. Therefore, there should be no need for the Community Café volunteers to carry out cleaning prior to opening for business. As with any other hirer, the Community Café is expected to leave the Pavilion in a clean condition for use by the next hirer.</p> <p>On behalf of the Community Café, Cllr. Tillotson confirmed that the Community Café would pay a kitchen use fee from 1st April but would no longer carry out any additional cleaning duties.</p> <p>Chair commented that it was important that all hires involving members of the Trustee Board or Officers of the NPPFF should be transparent in relation to fees charged. That being the case, all invoices raised for the monthly Lunch Club would be approved prior to issue.</p> <p>Cllr. Lipczynski noted that the MP for East Devon had recently published a leaflet in which he stated his commitment to “protecting our public toilets”. Secretary to write to Simon Jupp MP to ascertain what form this support might take.</p> | <p>Sec</p> |
| <p>8. To consider ongoing/future fundraising proposals for 2022/23 Cllr. Dalton confirmed that there would be a total of four fundraising events through 2023, commencing with a Quiz on 25th March followed by Bingo on 1st April.</p> | |
| <p>9. Matters considered as urgent by presiding Chair None raised.</p> | |
| <p>10. Date of next meeting Tuesday, 18th April 2023, 7.30pm at The Pavilion to be followed by the NPHPC Finance Committee.</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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