

**Minutes of the Newton Poppleford Playing Field Foundation (NPPFF)
(300848) Trustee Board Meeting (TBM) of Tuesday, 20th September 2022 – 7.00pm
held at The Pavilion, Back Lane, Newton Poppleford.**

<p>Present: Cllrs: Bilenkyj, Burhop (Chair), Carpenter, Chapman, Dalton 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>	Actions
<p>1. Apologies: - Received from Cllrs. Lipcynski, Morgan and Tillotson Noted and absences 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. Cllr. Burhop declared a pecuniary interest in agenda item 7(ii) on which point he abstained from the vote.</p>	
<p>3. Minutes: of the meeting held on 19th July 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. Dalton to contact cleaning contractor with regard to the chairs. b) Chair confirmed that he had spoken to the Lunch Club organiser about the standard of post-event cleaning. Chair requested that any future issues of this nature be documented. c) Draft Agreement with Tennis Club remains to be reviewed. d) Clerk confirmed that Devon Contract Waste do not provide an ‘all waste’ collection. e) Unstable oven remains to be fixed. Clerk to approach parish maintenance contractor for advice. f) PTFA have not yet confirmed whether the terms outlined for holding the circus event in July 2023 are acceptable to them. Response awaited. 	<p>LD</p> <p>Chair</p> <p>Chair/Clerk</p>
<p>4. Report from the Management Committee: Cllr. Dalton reported that the Community Café had offered to fund the replacement of the kitchen door. Chair proposed that this generous offer be accepted. Resolved 4 votes in favour, 2 abstentions.</p>	
<p>5. Matters pertaining to Pavilion and Field maintenance and repair Cllr. Dalton advised that a number of maintenance issues needed be dealt with – fire extinguisher service, disconnection of burglar alarm, boiler service, redecoration of the changing rooms, removal of Jubilee bunting, removal of the dead Christmas tree and clearing of weeds around the outside of the building. Chair stated that the burglar alarm had now been disconnected and a boiler service arranged. Chair will arrange servicing of the fire extinguishers.</p>	Chair

<p>Cllr. Dalton to discuss with the Management Committee whether signage indicating the location of the outside toilets should be erected. Chair was concerned that this might attract vandalism/anti-social behaviour.</p>	<p>LD</p>
<p>6. Matters pertaining to building cleaning Cllr. Dalton advised that the new cleaner's 3-month trial period had now come to an end. Feedback was very positive and it was agreed that, if he wished to continue, his services should be retained. Clerk to write to the cleaner to advise.</p>	<p>Clerk</p>
<p>7. Matters pertaining to kitchen use/hirer amenity i) Feedback from hirers None received.</p>	
<p>8. Financial Matters: i) To receive an update on the post of Treasurer The advert in the September issue of the Parish Magazine has not yet resulted in any applications for this post. It was agreed to approach other local parishes and village halls to see whether there was a possibility of 'sharing' a Treasurer. Clerk to action. To review payments to be made in September 2022 and to ratify payments made in August 2022 Cllr. Burhop having previously declared a pecuniary interest, Cllr. Carpenter took the chair and proposed that invoices listed for payment in the sum of £4870.21 be approved. Resolved with five votes in favour and one abstention Clerk to action. Cllr. Burhop re-took the chair and stated that, for the year to date, expenditure had exceeded income and with costs likely to increase in the coming months it would not be prudent to embark on costly projects. it was suggested that the cricket club be approached to assist with the redecoration of the changing rooms prior to the start of next season. ii) Submission of Year End Accounts to the Charities Commission Clerk to prepare for sign off at the AGM</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>9. To consider ongoing/future fundraising proposals for 2022/23 i) Bonfire Night – Friday 4th November Rocketman Fireworks booked – budget £3,000 PTA will provide stewards, sell tickets and pay £150 for hot food concession Harpford Hall to be offered concession to sell mulled wine and hot drinks Bar has been arranged – Clerk to apply for Temporary Event Licence Dog Club has been advised ii) Burns Night – 21st January 2023 Event will be run by the Tennis Club iii) Quiz – Chair to contact Rob Derbyshire about running a quiz prior to Christmas. Another fundraising option is Christmas Bingo.</p>	<p>Clerk</p> <p>Chair</p>
<p>10. Trustee Board Annual General Meeting To take place on 13th October 2022 at 7.00pm in the Pavilion</p>	
<p>11. Matters considered as urgent by presiding Chair: Chair noted that projects were being set up by councils across the country to provide warm spaces for residents struggling with the rising cost of utilities. The Clerk advised that she had been contacted by a local charity who were</p>	

<p>keen to run a 'Warm Spaces' project at the Pavilion. Costs have been submitted and a response is awaited.</p>	
<p>12. Date of next meeting 13th October 2022 following the Annual General Meeting</p>	
<p>With no further business to conduct, the Chair closed the meeting at 8.10pm.</p>	
<p>Approved as a true reflection of the meeting</p> <p>Chair</p> <p>Date</p>	

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