

**Minutes of the Newton Poppleford Playing Field Foundation (NPPFF)  
(300848) Trustee Board Meeting (TBM) of Tuesday, 21<sup>st</sup> June 2022 – 7.00pm  
held at The Pavilion, Back Lane, Newton Poppleford.**

<p><b>Present:</b> Cllrs: Burhop (Chair), Chapman, Lipczynski, Tillotson, 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><b>1. Apologies:</b> - Cllrs. Bilenkyj, Carpenter, Dalton and Morgan Noted and absences approved.</p>	<b>Actions</b>
<p><b>2. To receive declarations of interest from members of the Trustee Board:</b> 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><b>3. Minutes:</b> of the meeting held on 24<sup>th</sup> May 2022 were considered. Approval of the minutes was proposed by Cllr. Chapman, seconded by Cllr. Walker. Resolved unanimously. The minutes were signed at this point by the Chair as a true record of proceedings.</p> <p><b>Matters Arising:</b></p> <ul style="list-style-type: none"> <li>a) Cllr. Walker to obtain information regarding the cleaning of chairs.</li> <li>b) Chair to speak to Lunch Club organiser about the standard of post-event cleaning.</li> <li>c) Draft Agreement with Tennis Club has been revised and submitted to Chair for review</li> <li>d) Chair confirmed that the CCTV had now been installed and was available for use. Before the system can be legally used a Privacy Impact Assessment has to be carried out, a CCTV policy put in place, appropriate signage displayed and a volunteer is required to act as Data Controller. The Data Controller will be able to access the cctv feed from his/her laptop or phone. Clerk to email all Trustee Board members to request a volunteer.</li> </ul>	<p style="text-align: center;"><b>RW Chair</b></p> <p style="text-align: center;"><b>Chair</b></p> <p style="text-align: center;"><b>Clerk</b></p>
<p><b>4. To consider a request from the PTFA to stage a circus on the Playing Field in July 2023:</b> Chair thanked Teri Murphy of the PTFA for attending to respond to any questions or concerns raised by members of the Trustee Board. TM provided the following information:</p> <ul style="list-style-type: none"> <li>- Circus would arrive from 10.00am to set up and the show would commence at approximately 5pm.</li> <li>- There would be 2 x 45 minute shows with a 30 minute interval.</li> <li>- Big Top seating capacity is 600.</li> <li>- Big Top will be taken down and the generator turned off by 10pm.</li> <li>- The troupe would stay on site overnight and vacate the following morning. Access to water, electricity and toilet facilities will be required.</li> <li>- To ensure that the event makes a profit it will be extensively marketed in the local area. It is anticipated that the majority of the audience will come</li> </ul>	

<p>from the parish but tickets will be available to people from a wider area.</p> <ul style="list-style-type: none"> <li>- Soft drinks and refreshments will be available but no alcohol licence is required.</li> <li>- The circus will provide stewards to monitor entry to the Big Top.</li> <li>- Circus has appropriate insurance.</li> </ul> <p>Concerns were expressed about security, potential damage to the playing surfaces, cleaning, litter, impact on local residents, traffic control and parking as only blue badge parking would be available.</p> <p>TM was asked to provide additional information on the following points:</p> <ul style="list-style-type: none"> <li>- Size/weight/number of circus vehicles</li> <li>- Footprint/dimensions of Big Top</li> <li>- Number/type of vehicles being used for overnight accommodation and number of people requiring access to the toilets/facilities.</li> <li>- Arrangements for stewarding/security of playing field and pavilion</li> <li>- Arrangements for stewarding traffic/parking</li> </ul> <p>TM agreed to provide this information as soon as possible to enable Board Members to take an informed decision.</p> <p>Board members then discussed potential charges for hire and additional cleaning. Clerk was asked to confirm the event charge to NPHPC for Bonfire Night (confirmed subsequently as £100)</p>	<p><b>Clerk</b></p>
<p><b>5. Report from the Management Committee:</b></p> <p>Cllr. Tillotson confirmed that, following the resignation of the previous contractor, a new cleaner had been appointed on a 3-month trial at a rate of £12 per hour resulting in a cost saving.</p> <p>A deep clean of the kitchen remains to be organised at which point an inventory of kitchen equipment will be taken.</p> <p>There are continuing issues with the disposal of waste with recycling not being properly sorted and bins being misused. Chair suggested that the Management Committee write to regular hirers reminding them of their responsibilities and threatening removal of the facility if terms and conditions are not adhered to.</p> <p>The Management Committee will be meeting shortly to tidy the storage area, remove rubbish and label boxes etc.</p> <p>Chair thanked the Management Committee for their efforts.</p> <p>Clerk to contact Devon Contract Waste and find out if they offer an ‘all waste’ collection.</p>	<p><b>Clerk</b></p>
<p><b>6. Matters pertaining to Pavilion and Field maintenance and repair</b></p> <p><b>i) Replacement Doors</b> Clerk confirmed that a deposit has been paid and doors ordered.</p> <p><b>ii) Metal Access Gate</b> Chair to arrange for repair.</p> <p><b>iii) Signage</b> Cllr. Tribble advised that car park signage, which had been ripped off the fencing, had been replaced.</p> <p><b>iv) Exterior Toilets</b> Cllr. Tillotson proposed that the second toilet should be repaired and made ready for use even if not permanently opened as one toilet is insufficient for some events. Seconded by Cllr. Tribble and resolved unanimously. Clerk to contact parish handyman to action.</p>	<p><b>Clerk</b></p>

<p><b>7. Matters pertaining to building cleaning</b> Dealt with at (5) above.</p>	
<p><b>8. Matters pertaining to kitchen use/hirer amenity</b> Cllr. Tribble reported that feedback continues to be positive and, during a recent visit, a potential hirer from the NHS had been very impressed with the facilities. Cllr. Tillotson highlighted a problem with the oven which is unstable and may be a health and safety issue. Chair offered to get a contractor to deal with this. Cllr. Tribble confirmed that an Accident Book had been purchased and placed in the kitchen.</p>	<b>Chair</b>
<p><b>9. Financial Matters:</b></p> <p><b>i) To receive an update on the post of Treasurer</b> Clerk confirmed that an advert had been placed in the July Parish Magazine.</p> <p><b>ii) To review payments to be made in June 2022</b> Cllr. Lipczynski proposed that invoices listed for payment in the sum of £2963.18 be approved. Seconded by Cllr. Tillotson and unanimously agreed. Clerk to action.</p> <p><b>iii) To consider the purchase of accounting software</b> Clerk advised that HMRC now requires all businesses to comply with 'Making Tax Digital' rules and submit VAT returns using HMRC compatible software. The Internal Auditor had recommended the 'Xero' software system and had given the Clerk and Chair a demonstration of how this could be used to manage the NPPFF finances. It was agreed that this software package should be purchased at a cost of £26 per month. Clerk to action.</p>	<b>Clerk</b>
<p><b>10. To consider a proposal relating to installation and maintenance of a Multi-Use Games Area on land owned by the Trust:</b> At an Extraordinary Meeting held on 7<sup>th</sup> June 2022 Newton Poppleford and Harpford Parish Council resolved to utilise available S106 and CIL funds to provide a Multi-Use Games Area (MUGA) for the benefit of the parish and further resolved to enter into a grant agreement to ensure maintenance of the MUGA for a period of not less than 10 years from the date of completion of the project. Cllr. Tillotson proposed that, on this basis, the Trustee Board agrees to the installation of the MUGA on an area of land owned by the Newton Poppleford Playing Field Foundation. Seconded by Cllr. Tribble. Resolved unanimously. Clerk to advise EDDC accordingly</p>	<b>Clerk</b>
<p><b>11. To review the Queens Platinum Jubilee events:</b> Chair thanked members of the Jubilee Committee for their hard work both in preparation for and during the events. Community feedback had been positive and everyone seemed to enjoy themselves. Cllr. Lipczynski was thanked for creating the very impressive beacon.</p>	
<p><b>12. To consider ongoing/future fundraising proposals for 2022/23</b> The Management Committee proposes to hold a dance at the end of August/beginning September.</p>	
<p><b>13. Date of next meeting</b> 7.00pm on 19<sup>th</sup> July 2022 at The Pavilion.</p>	

<p><b>With no further business to conduct, the Chair closed the meeting at 8.30pm.</b></p>	
<p><b>Approved as a true reflection of the meeting</b></p> <p><b>Chair .....</b></p> <p><b>Date .....</b></p>	

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DRAFT