

**Minutes of the Newton Poppleford Playing Field Foundation (NPPFF)
(300848) Trustee Board Meeting (TBM) held at 7.00pm on Tuesday,
24th January 2023 at The Pavilion, Back Lane, Newton Poppleford.**

<p>Present: Cllrs: Carpenter, Chapman, Dalton, Lipczynski, Tillotson and Walker (Quorate) Jacqui Baldwin (Secretary) David Zirker (Treasurer) There were no members of the public in attendance.</p> <p>In the absence of Cllr. Burhop, Cllr. Carpenter took the chair. Chair opened the meeting at 7.05pm and welcomed David Zirker to his first meeting as Treasurer.</p>	Actions
<p>1. Apologies: Apologies for absence received from Cllrs. Bilenkyj, Burhop, Morgan and Tribble 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. Cllr. Dalton declared a pecuniary interest in agenda item 8(ii) on which point she abstained from voting.</p>	
<p>3. Minutes: of the meeting held on 6th December 2022 were reviewed. Approval of the minutes was proposed by Cllr. Chapman, seconded by Cllr. Dalton. 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 with the Tennis Club remains to be reviewed. b) Two new CO2 extinguishers have been installed. c) Quotation for installation of an additional CCTV camera to cover the MUGA is awaited. d) Discussions with Sidmouth Cricket Club regarding fees for the 2023 season are ongoing. 	<p>Cllr Burhop</p> <p>Cllr Burhop</p>
<p>4. Report from the Management Committee: Cllr. Dalton suggested that reports of problems/faults were not being communicated in the right way. It was agreed that, in future, all issues should be communicated to a member of the Management Committee for action. A meeting of the Management Committee will take place on 28th January to discuss 2023 fundraising events and plans for the celebration of the Coronation in May. DZ asked whether the Treasurer was a de facto member of the Management Committee as he felt that the person responsible for bookings should have an input to that group. Cllr. Dalton responded that the two previous Treasurers had not been members of the Management Committee and had not attended meetings, however, DZ was free to do so if he wished. Cllr. Walker requested that the cleaner be asked to empty the new litter bin adjacent to the MUGA.</p>	Cllr. Dalton

<p>Chair thanked the Management Committee for their continuing hard work.</p>	
<p>5. Matters pertaining to Pavilion and Field maintenance and repair</p> <p>i) Pavilion Heating It was noted that there had been issues with the heating and hot water settings/controls. Cllrs. Burhop and Tribble to be asked to explain what the regular settings are.</p> <p>ii) Pavilion Roof Repairs Treasurer advised that a local builder had inspected the roof and suggested that the problem could be solved with an extension to the flashing in the gap where the two roofs meet. The estimated cost would be £200-£300, considerably less than the £2,400 quote already received. Cllr. Dalton noted that the roofing contractor had successfully carried out repairs to the roof previously and there was no reason to doubt expert advice as to cause of the leak. After some debate, Chair suggested that, as there was a large discrepancy between the two quotations, a third opinion should be sought. It was agreed that the Secretary should ask the parish maintenance contractor to carry out an inspection and assessment to try and clarify the situation.</p>	Sec
<p>6. Matters pertaining to kitchen use/hirer amenity: Secretary confirmed that a burns kit has now been added to the kitchen first aid box. Cllr. Dalton reported that some hirers were not leaving the facilities, particularly the kitchen, in an acceptable condition which was making extra work for members of the Management Committee and the cleaner. There was a discussion about how best to combat this e.g. through the imposition of a returnable deposit or a post-event fine. Secretary pointed out that, administratively, either would be very complicated and time-consuming. Cllr. Tillotson suggested that an alternative could be a regular kitchen deep-clean to be carried out with the support of all Trustees. Chair proposed that this matter should be discussed further at a future meeting. Secretary to note and action.</p>	Sec
<p>7. Multi-Use Games Area Secretary confirmed that quotations for a power sweeper were being sought. The MUGA Project Manager had provided the contact details of three lighting companies and, to date, two quotations for floodlighting have been received. A video conference will be arranged with EDDC's S.106 officer to discuss what funds remain available.</p>	Sec
<p>8. Financial Matters:</p> <p>i) Treasurer's Report Treasurer stated that a review of the financial situation indicated that the Pavilion had a major revenue problem. Revenue is running below 2015 levels and costs have increased three-fold. As a result of the receipt of grants through the pandemic the cash situation is currently positive but the Foundation is haemorrhaging money. Treasurer suggested that the following are required; a Marketing Plan to focus on ways to increase income, a long-term Capital Plan, a Budget for the forthcoming financial year. He added that the Pavilion should be run as a business but with a community spirit. It was agreed that these suggestions warranted longer debate at a future meeting. Secretary to note.</p> <p>ii) To review payments for December 2022 and January 2023 Cllr. Walker proposed that invoices listed for payment in the sum of £4467.75 be approved. Seconded by Cllr. Lipczynski and resolved</p>	Sec

<p>with one abstention. Secretary to note and make payments. iii) To note Cashbook Summary to end December 2022 Noted.</p> <p>It was agreed that the Secretary should pass the NPPFF debit card to Cllr. Dalton for her use. Treasurer to make an application for an additional debit card.</p>	Sec
<p>9. To consider ongoing/future fundraising proposals for 2022/23 To be discussed at a forthcoming meeting of the Management Committee.</p>	
<p>10. Matters considered as urgent by presiding Chair None raised</p>	
<p>11. Date of next meeting Monday, 20th February 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 8.25pm.</p>	
<p>Approved as a true reflection of the meeting</p> <p>Chair</p> <p>Date</p>	

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