

**Minutes of the Newton Poppleford Playing Field Foundation (NPPFF)
(300848) Trustee Board Meeting (TBM) of Tuesday, 8th November 2022 – 7.30pm
held at The Pavilion, Back Lane, Newton Poppleford.**

<p>Present: Cllrs: Bilenkyj, Burhop (Chair), Carpenter, Chapman, Dalton, Lipczynski, Morgan, Tillotson, Tribble and Walker (Quorate) Jacqui Baldwin (Secretary/Acting Treasurer) There were no members of the public in attendance.</p> <p>The meeting commenced immediately following the closure of the AGM at 7.20pm. Cllr. Chapman joined the meeting at 7.30pm. Chair opened the meeting and thanked all those present for their attendance.</p>	
<p>1. Apologies: - No apologies for absence were received.</p>	Actions
<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 Harford Parish Council, the sole management trustee of the NPPFF. Cllr. Burhop declared a pecuniary interest in agenda item 9(ii) on which point he abstained from the vote.</p>	
<p>3. Minutes: of the meeting held on 20th September 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 record of proceedings.</p> <p>Matters Arising:</p> <ul style="list-style-type: none"> a) Cllr. Dalton to arrange cleaning of chairs in the Spring. b) Draft Agreement with Tennis Club remains to be reviewed. c) Unstable oven remains to be fixed. Secretary to approach parish maintenance contractor for advice. d) Fire extinguishers have been serviced – two CO2 extinguishers require replacement. Secretary to action. e) Appropriate signage to be purchased to indicate location of exterior toilets. Security light above to be repaired. Secretary to action. Cllr. Dalton to check that cleaning contractor regularly cleans this facility. 	<p>LD Chair</p> <p>Chair/Sec</p> <p>Sec</p> <p>Sec LD</p>
<p>4. Report from the Management Committee: Cllr. Dalton reported that a ‘sum up’ machine had been purchased to take card payments. A total of £504.74 had been taken over the bar at the Fireworks event with a £100 concession fee to be paid from this sum. The Village Hall has been booked on 3rd December for Christmas Bingo to raise funds for the decoration of the changing rooms. Chair noted that Sidmouth cricket club have offered to organise a working party to carry out the redecoration – NPPFF to provide materials. Cllr. Dalton suggested that the Management Committee should organise a children’s Hallowe’en disco and fancy dress in 2023. It was agreed that this would be an excellent idea. Chair thanked the Management Committee for their continuing hard work.</p>	

<p>5. Matters pertaining to Pavilion and Field maintenance and repair Chair reported that, despite the recent installation of a new pump, the boiler had broken down again and was likely to require replacement. Estimated cost £2,000.</p>	
<p>6. Matters pertaining to kitchen use/hirer amenity: No issues to report.</p>	
<p>7. Multi-Use Games Area Chair reported that the MUGA installation is proceeding well and will be completed ahead of schedule. Chair stated that, although the MUGA has been installed on NPPFF land, it is a Parish Council asset and hire income will be paid to the Parish Council. However, it would be helpful if the NPPFF would take bookings on behalf of the Council for which a booking fee would be paid. The facility will not be locked but signage will be required to inform users that pre-bookings take priority. It was agreed that a website booking system would be useful to enable users to instantly check availability, book and pay on-line. The Trustee Board of Management to agree a hire rate, a community hire rate and the booking fee to be charged. Proposals to be circulated and agreed as soon as possible. Secretary and Cllr Tribble to investigate on-line booking systems. Currently there are no floodlights but these can be installed in the future when funding is available. Planning Permission would be required. In response to a question from Cllr. Lipczynski Chair confirmed that hire of changing rooms would not be included in the fee – the facilities are not currently of a high enough standard. For hire purposes separate male and female facilities would be required.</p>	<p>ALL Sec/SPT</p>
<p>8. CCTV Cllr. Tribble confirmed that she was now able to access the system and view footage. Cllr. Tribble advised that although the Pavilion front door, the exterior toilets, the playground and tennis courts were covered by cameras the new MUGA was not. It was agreed that an additional camera should be installed as soon as possible. Secretary to action. It was unanimously agreed that, as per the CCTV policy, individuals at any time carrying out the role of data controller, chairman and secretary should be DBS checked via Devon County Council's DBS facility. Secretary to action,</p>	<p>Sec Sec</p>
<p>9. Financial Matters:</p> <p>i) To receive an update on the post of Treasurer Chair proposed that the applicant who had applied for this post be offered the position on a 6-months trial basis from 1st January 2023. Seconded by Cllr. Lipczynski and carried with 8 votes in favour, 1 against and 1 abstention. Applicant will require training on Xero software. Secretary to discuss with the NPPFF Auditor and arrange training and handover.</p> <p>ii) To review payments for October and November 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 £3505.03 be approved. Seconded by Cllr. Lipczynski and resolved with 9 votes in favour and one abstention Secretary to note and make payments.</p> <p>iii) To note Cashbook Summary to end October 2022 Noted.</p>	<p>Sec Sec</p>

<p>10. To consider ongoing/future fundraising proposals for 2022/23</p> <p>i) Bonfire Night Review Chair reported that a total of 552 tickets had been sold which was a significant reduction on the previous year and may reflect the financial pressures being faced by families. However, concession holders reported good sales, the bar was busier than last year and reaction to the fireworks display and bonfire was very positive. Feedback regarding the Fire Act was not as positive, and it was agreed to revert to the previous act for next year's event if possible. All agreed that a similar event should be held in 2023.</p> <p>ii) Burns Night – 21st January 2023 Event will be run by the Tennis Club</p> <p>iii) Quiz – Chair to contact Rob Derbyshire about running a quiz in January or February.</p>	Chair
<p>11. Matters considered as urgent by presiding Chair:</p> <p>i) Sidmouth Cricket Club Chair advised that Sidmouth CC had agreed to pay an increased fee for their use of the cricket pitch in the 2023 season and had also indicated an interest in entering into a long-term Licence Agreement. Chair undertook to continue discussions in this regard.</p> <p>ii) Sidmouth Vikings Chair advised that a request had been received from Sidmouth Vikings to limit their pitch hire fee increase for the 2022/23 season to 5% instead of the agreed annual CPIH increase. Cllr. Walker proposed that, as any increase in fees would be passed onto parents who may be struggling financially, this request should be accepted for one year only. Seconded by Cllr. Morgan and resolved unanimously. Secretary to respond to Sidmouth Vikings and raise appropriate invoice.</p> <p>iii) Secretary was asked to check status of Pavilion defibrillator with South West Ambulance Service.</p>	Chair Sec Sec
<p>12. Date of next meeting Tuesday, 6th December 2022, 7.00pm at The Pavilion.</p>	
<p>With no further business to conduct, the Chair closed the meeting at 8.45pm.</p>	
<p>Approved as a true reflection of the meeting</p> <p>Chair</p> <p>Date</p>	

**Minutes of the Newton Poppleford Playing Field Foundation (NPPFF)
(300848) Trustee Board Meeting (TBM) of Tuesday, 8th November held at The Pavilion,
Back Lane, Newton Poppleford.**