



## Minutes of the Committee General Meeting

Held at the John Pygram Pavilion, Thursday 19th October 2017

Present: Jerry Wells (JW), Bill Norman (BN), Dave Nightingale (DN), Dave Curtis (DC), Chris Richards (CR), Helen Finbow (HF), Jemma Kingsbury (JK)  
Toni Jackson-Lake (TJ-L)

Apologies: Paul Pates (PP), Darren Pitt (DP)

The minutes of the last meeting were approved.

### Finance and regulation

#### FINANCIAL REPORT

As of 30/09/2017 - Barclays current account	£2,384.62
Barclays Base rate	£105.52
Virgin Charity	£21,114.55
Cash	£70.94
	<b>£23,675.63</b>
Outstanding liabilities	Field rolling £99, Mower's servicing, streamer blade, fuel £181
Outstanding income	Darren Commando courses £40, Cricket Club £200 est.
Committed future expend	Playground equip. maintenance post ROSPA inspection £300 est., Gravel for extra car park area £500
Reconciled total balance	<b>£22,835.63</b>

**BN** said that while the overall balance is up by about £1500, due to a lower expenditure for the year, we should also make a cautionary note that the association's income is down on previous years. **JW** thanked **BN** for his report.

#### DFPFA COMMITTEE

##### *The years ahead*

**JW** invited a general discussion on ideas for the promotion of the the DFPFA's role and activities with a view to encouraging other members of the community to becoming more involved and to taking up the baton in managing the DFPFA's

responsibilities going forward. CR suggested holding an 'Open evening' to kick start greater interest.

Action: JW to 'give it some thought'

#### *Company/Charities Commission matters*

JW informed those present that there appeared to be some movement on the governments plans on the second phase of legislation permitting the conversion of charitable companies to Charitable Incorporated Organisations (CIOs). However following a conversation with a Commission representative it appeared that this initiative was still at consultation stage and no firm date was available as to when the legislation would pass through parliament. JW also reminded the meeting that it was unclear whether conversion to a CIO would also transfer the limited personal liability status of trustees currently encapsulated in the conditions of a company limited by guarantee.

Action: JW to continue to monitor the situation and report back.

#### PAVILION BOOKINGS REPORT

DN reported that on balance bookings continued at a good rate.

#### PC ANNUAL GRANT

Those present expressed their disappointment at the WPC's reaffirmation (letter dated 11th August 2017) that no grant was to be made to the DFPFA for 2017. Following a general discussion on the issue it was felt that the DFPFA should at the very least push to be automatically considered in WPC's discussions on precept distribution as opposed to the current process where the DFPFA is obliged to send a 'begging letter' every year. There was also the feeling that the WPC should at least consider helping with the expense of playing field maintenance and an illustration of the typical annual cost of this may enlighten the WPC and might even prove persuasive in altering its stance on the DFPFA's position.

Action: JW to reflect on our approach

#### VHC FEEDBACK

JW informed those present that he had received a note from the VHC requesting that we make our position clear on our membership of the VHC since it was apparent that our representative CR had not attended any of the meetings. Following a general discussion it was decided that while the DFPFA would continue to cooperate with other organisations on community-wide events its relevance and therefore influence on a committee discussing VH affairs was questionable and would be notified of the DFPFA's resignation from the committee.

Action: JW to inform VHC of the decision

## MEMBERSHIP OF EPFA

JW reported that he had received a phone call from Lord Caurtauld pointing out that in his work to invite members to their AGM he had noticed that our membership to the EPFA had lapsed and was curious to know the reasons. BN was surprised at this and maintained that we were still members but would check.

Action: BN to check

## BDVSA

BN informed the meeting that this body had now amalgamated with the Colchester branch of Community 360 and he argued their combined resources may make our continued membership a beneficial move. Those present agreed to the proposal.

Action: BN to do paperwork and pay the £20 annual subscription on behalf of the DFPFA.

## BUSINESS RATES

BN reminded the meeting that every 3 years the DFPFA must apply for rate relief from the BDC. The process involves a points tick-box rating system which defines the appropriate rate relief bandings. He was pleased to inform those present that subsequent to the latest application the DFPFA had been awarded a '0 rating' until 2020.

## ELECTRICITY TARIFFS

BN informed the meeting that after 3 years at a fixed rate the new tariff amounted to a 70% increase and BN had renewed a deal for a fixed 2 year period which translated into a £360 increase in annual fees payable.

## REVISION OF DFPFA FEES

BN argued that the increase of maintenance cost generally and in particular the new electricity tariffs should feed through to the fees charged to users of the Pavilion. Following a discussion the meeting agreed that starting in the new year the standard 4 hour fee should increase from £35.00 to £40.00 with every additional hour rising to £8.00 and Regular users' fees increasing from £17.50 to £20.00.

Action: JW to alter fee notices accordingly for DN to implement for those bookings already being made for 2018.

## **Pavilion Complex - maintenance, development and use**

### PRE-SCHOOL

JK informed the meeting that the WPS had 13 more children this year compared to last although their organised Open Days did not generate extra attendees. JK also

reported that the other pre-school 'Little Legs' was folding at the Autumn mid term and in light of this the WPS wanted to start a 'Breakfast Club' to partially fill the resulting gap in services to the community which JK said would realise an extra £160 per month. WPS's intention was to start this new activity in the next half term up to Christmas. The committee were agreed in principle but asked JK to consult with the WPS committee and formulate the proposal in a document to the DFPFA.

JK reported that the small work top fridge had begun to leak. The committee recommended the use of the WCC's fridge until such time as the WPS could replace the small fridge.

#### WORKING PARTY OVER SUMMER RECESS

JW reported that the following tasks had been done during the week Aug. 14-18:

- Main Hall floor refurbishment
- Main Hall skirting boards re-paint
- Burning of green waste
- Playground equipment repainted and repaired
- Ash Tray installation
- Mods to circular tables

Work outstanding and to be carried forward or put on hold:

- Services walls and floors cleaned and/or painted
  - rubber matting installation around green climbing frame
  - DFPFA Notice Board repair
  - sourcing of quotes and subsequent installation of fence/barrier to replace the barrier at the top of the car park, along the back of the tennis court and between the Petanque court and the slope down to the cricket nets
- Hand dryer in children's toilets

Action: BN, DN and JW

### **Playing field - maintenance, development and use**

#### ERECTION OF A SINGLE LARGE GOALPOST AT ONE END OF THE FOOTBALL PITCH

JW and BN still to organise

#### PROPOSAL TO DEVELOP FIELD BORDERING EASTERN BOUNDARY

JW reported that another planning application had been made by the developers using a different configuration and size of housing but the planning process had not yet reached the point of decision

## REFURBISHMENT OF LAND IN THE CAR PARK

BN reported that the area formerly used by the recycling units had been tidied up and it remained to remove the small trees and Kerry's services had been secured to do this. Subsequent to this the plan would be to put down 40ml slate clippings over the repaired area.

Action: BN,CR

## A.O.B.

### NEW COMMUNITY WEBSITE

There were first reactions to the new website the logins to which had only just been enabled were generally favourable and JW remarked that some testing and checking of content would be required going forward.

CR observed that Albert's name still remained on the website and needed to be removed.

Action: JW

### Next Meeting:

Thursday 25<sup>th</sup> January 2018, for the AGM + Quarterly meeting, 7.30pm at the Pavilion