

# ***NORTHLEACH KING GEORGE V PLAYING FIELD TRUST***

## **MINUTES OF THE MEETING of NORTHLEACH KING GEORGE V PLAYING FIELD TRUST**

Held remotely via Zoom video conference On Wednesday 23 September 2020, 7pm.

**Present:** Cllrs Rob Platts (Chairman), Steve Abbotts, Caroline Brady, Brian Hulcup, Terry Morley-Blackwell, Mark Ogden, Alan Wellman (left during item 7b), Andrew Wellman.

**In attendance:** Pauline Rigby, Clerk

### **1. Apologies for Absence**

None received.

### **2. Declarations of Interest**

Cllr Andrew Wellman declared an interest in item 7b, the request from the Cricket Club, because he maintains the cricket pitch.

### **3. Public Participation**

No members of the public were in attendance.

### **4. Confirmation of Minutes**

It was RESOLVED to confirm and sign the minutes of the Trust meeting held on 24 June 2020 as a true and accurate record.

### **5. Action Point Update**

The update was taken as read. Cllr Brady asked that quotes for replacement steps on the playing field are brought to the next meeting. Cllr Andrew Wellman reported that the damage to the football pitch had been resolved.

### **6. Finance**

- a. A list of invoices paid since the March meeting was presented. It was RESOLVED to authorise payments of £1557.22 as per the schedule (appended). The Clerk explained that the electricity bill covered two quarters, the first quarter had been paid twice in error and the overpayment refunded in the second quarter.
- b. A payment of £2,216 had been received from Northleach Club Limited (NCL) in April which, when added to the advance payments, brings the 50% profit share element of NCL's rent for the year ended 31 January 2020 to £4,616.
- c. The bank balance of £16,904.39 on 31 August 2020 and financial reports were noted. There is more work to do on the Trust's year-end accounts and it was observed that that Trust needs to set a budget and manage the finances more closely throughout the year. Concerns were raised about lack of income from the playing field, as it is insufficient to maintain the asset.

### **7. Playing Field**

- a. Draft Terms and Conditions of Use were reviewed and amendments discussed as follows. Clause 1: To allow refunds when match bookings are cancelled due to bad weather. Clause 5: To clarify that 'damage' does not include normal sporting wear and tear. Clause 12: To reword the clause such that clubs are responsible for their equipment in storage rather than the store itself.

It was also agreed to add a new clause that the Trust reserves the right to cancel bookings in case of bad weather, concerns about the suitability of the activity or for safety reasons; and to describe prices as 'standard'. It was RESOLVED to adopt the Terms and Conditions, subject to these amendments.

Cllr Alan Wellman left the meeting during the next item.

- b. The fees for use were discussed. Season fees remain unchanged and in normal times would include access to the changing rooms, although these are currently closed due to covid restrictions. There is a flat fee for ad-hoc bookings of the playing field regardless of the duration of the hire period.

It was RESOLVED to set the playing field fees as: £10 for bookings of up to 90 minutes, £30 for a match or half-day, and £60 for a full day. It was also agreed that access to the toilets is included in the hire fee as most organised groups need access to toilets (which may be accessible via the Club in any case).

The Tea Room remains closed due to covid restrictions. The Clerk was asked to bring information about comparable hire fees back to the next meeting.

- c. Following a request from Northleach and Minety Cricket Club, it was agreed to reduce their fees for the 2020 season from £30 to £20 per match to recognise the fact that the changing rooms and Tea Room have been unavailable to use this summer due to covid restrictions.

## **8. Items for Future Meetings**

- a. Pavilion Programme of Works
- b. Future maintenance of the tennis courts

## **9. Date and time of next meeting**

The next meeting will take place on Wednesday 18 November at 7pm.

## **10. Closed session – Pavilion Lease**

- a. It was RESOLVED to exclude the public and press, pursuant to the Public Bodies (Admission to Meetings) Act 1960 due to the commercially sensitive nature of the business to be transacted.
- b. Northleach Club Limited (NCL) requested a rent reduction in April after being ordered to close by the Government due to the coronavirus lockdown. Although the business had re-opened on 4 July, the ongoing restrictions are adversely affecting their operations. It was RESOLVED to offer NCL a 'payment holiday' on the base rent for the period of 12 months from 24 March 2020. This will be achieved by providing a credit equal to the monthly rental payments in that period. The 50% profit share element of the rent will still apply. The intention of the payment holiday is to assist NCL to achieve a reasonable operating profit and enable them to stay in business.
- c. The lease to Northleach Club Limited ends in October 2020 and the Trust proposes to grant a new lease on broadly the same terms. It was RESOLVED to appoint Surrey Hills Solicitors to review the lease document and highlight any defects at an estimated cost of £500 ex VAT. The possibility of offering a lease of longer duration was discussed, which would require the relevant statutory notice to be published. Additionally, in preparation for the new lease, it was RESOLVED to issue NCL with the Notice to contract out of the Landlord and Tenant Act 1954.

There being no further business, the meeting closed at 8:50pm.

Signature of Chairman on approval of the minutes: \_\_\_\_\_

Date: \_\_\_\_\_

### Payments schedule

Date	Supplier	Description	Amount
23/04/20	Southern Electric	Electricity bill	£554.27
23/04/20	Castle Water	Water rates	£294.71
27/04/20	Southern Electric	Electricity bill (duplicate)	£554.27
07/05/20	Tim Dyson	Cleaning Dec-Feb	£150.00
21/05/20	Sweet Fuels	Heating oil	£154.88
28/05/20	Sweet Fuels	Heating oil	£345.63
10/07/20	Dave Payne Electricians	Fit heater in entrance hall, 2x outside sensor lights	£494.40
20/07/20	Southern Electric	Electricity bill <b>refund</b>	(£358.92)
21/08/20	JM Roofing	Repair to flat roof	£192.00
24/08/20	Mainpoint Fire & Security	Annual fire safety check	£109.56
15/09/20	Tim Dyson	Cleaning May-June	£75.00 *
15/09/20	Tim Dyson	Cleaning July-August	£103.13 *
07/09/20	Travis Perkins	2 x toilet seats	£71.83 *
<b>TOTAL</b>			<b>£1557.22</b>

Note: Most bills have been paid. Bills marked \* are awaiting payment.