

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

## **MINUTES OF THE MEETING of NORTHLEACH KING GEORGE V PLAYING FIELD TRUSTEES, On Wednesday 24<sup>th</sup> June 2020 at 7pm via a Zoom conference**

**Those Present:** Cllr Rob Platts (Chairman), Cllrs Caroline Brady, Brian Hulcup, Terry Morley-Blackwell, Andrew Wellman and Steve Abbotts

**In attendance:** Sharon Henley, Clerk

**Members of Public:** One

1.	<b>Apologies for Absence:</b> There were none. The Chairman introduced Sharon Henley as Clerk/RFO to the Council from Monday 29 <sup>th</sup> June.
2.	<b>Declarations of Interest:</b> There were none.
3.	<b>Public Question Time:</b> There were none.
	<b>Matters for Decision</b>
4.	<b>To approve the Minutes of the KGV Meeting held on 18<sup>th</sup> March 2020:</b> These were unanimously <b>approved</b> .
5.	<b>Action Point Update not available:</b> The ongoing will be prepared for the next meeting. <b>Action:</b> Chairman and Clerk.
6.	<b>Finance</b>
6.1	<b>To note the latest bank balance, Finance Statement from March 1<sup>st</sup> and approval of payment authorisation.</b> These will be presented at the next meeting when there will be a Town Clerk in post. The Chairman confirmed that usual operational payments had been made since the last meeting and these were few in number. Amounts would be formally reported and authorised at the next meeting. <b>Action:</b> Clerk
7.	<b>Governance and Policy</b>
7.1	<b>Update on progress on lease agreement with Northleach Club Ltd for approval postponed until next meeting.</b> The Chairman updated on progress with signing the new lease which would be required to start in October. The current draft contract requires only a few amendments and the annotated document to Trustees will be circulates for review. <b>Action:</b> Chairman. The correct name of the Club to be confirmed for the lease. <b>Action:</b> Chairman
8.	<b>Programme of Works Document</b>
8.1	<b>Update on the programme of works document from Cllr Platts.</b> The Chairman had started a Programme of Works document which described how Pavilion was managed. It was thought important to detail what was required to run the building prior to agreeing how it would be run. This could be a sub-committee/working party etc. <b>Action:</b> The Chairman to recirculate the current draft to Trustees for review.
9.	<b>Pavilion</b>
9.1	<b>Agree on allowing NCL to decorate the toilets and corridor in time for the hoped-for re-opening of the club.</b> The Chairman outlined that this was now expected to re-open on 4 <sup>th</sup> July following government guidance. The Club were seeking permission to decorate areas outside their lease (e.g. the toilets and outside in the corridor) and this would be at the Club's cost. This was proposed by Cllr Brady, Seconded by Cllr Abbotts and <b>agreed</b> unanimously.
9.2	<b>Agree to repair the leak in the home changing room and discuss the impact on the overall Pavilion maintenance and repair programme.</b> Cllr Hulcup confirmed that this was a rainwater leak from the flat roof following heavy rain. Trustees discussed the type of repair to be completed at present as extensive work would ideally be completed if finances allowed. It was agreed to have a patch repair at this stage for cost reasons.

*Please play on the grass*



	<p>More than one quote to be sought, if possible, although the work should be completed in a timely manner as undue delay would not be in the interests of the building or users. <b>Action:</b> Mary to advise which contractor had completed the previous repair and to request them to quote for this work.</p> <p>It was agreed to repair at a maximum cost of £500 inc VAT and this was proposed by Cllr Abbotts, Seconded by Cllr Hulcup and unanimously <b>approved</b>.</p>
10.	<p><b>Playing Field</b>  <b>Consider the replacement of the steps down to Layton Lane. Cllr Hulcup to provide details of replacement costs.</b> Cllr Hulcup reported that the steps had recently been removed for safety reasons as attempts to repair them had failed. The Trustees to decide whether to replace the steps. The steps had originally been installed for access onto the field from the end of Layton Lane but there was now a footpath adjacent to the field, so steps were no longer a necessity. Cllr Brady had received feedback from residents that it was easier to walk down the steps than the path if a handrail could be provided. Cllr Hulcup had received a quote for more robust steps at around £800. It was suggested that a quote should be sought to also provide steps by the tennis courts to provide better access at the other side of the field as this gets very slippery in wet weather. <b>Action:</b> Cllr Hulcup</p> <p>The possibility of the steps becoming slippery in wet weather was discussed and the quote to include mitigations against this, such as rubberised coatings.</p> <p>The Trustees agreed to source a quote for installing both sets of steps at the same time. The Clerk/Mary to seek guidance on design, anti-slip properties, handrails etc by reference to building regulations and other information. It was agreed to approach the playground inspection company for their advice, especially with regard to handrails. The above information to be collated into a specification in order to obtain quotes for both sets of steps. <b>Action:</b> Clerk/Mary</p>
	<b>Matters for information</b>
11.	<p><b>Items for Future meetings –</b>  Please note that no Discussions or Decisions can be taken here.</p>
11.1	<p><b>Pavilion building upgrade plans.</b> The Chairman outlined that there was no plan currently in place and he proposed the preparation of an outline approach for consideration at the next meeting. Any work should ensure the building is watertight, warm and in a good state of repair. As there was no working group at present the Trustees would need to define the way forward.</p> <p>Cllr Brady agreed to put together an outline plan to be populated and this would create a 'road map' for further detail to be added. <b>Action:</b> Cllr Brady</p> <p>Cllr Wellman highlighted that a previously agreed action had not been taken forward. It was understood that work to fix the heating expansion tank had been agreed. <b>Action:</b> Clerk/Mary to review previous action points and progress any that had been agreed.</p>
11.2	<p><b>Damage to football pitch</b> Cllrs Wellman and Hulcup had roped off a badly damaged area of the pitch which was thought to present a health and safety hazard for sports. The damage was thought to be from moles and/or badgers. Turf would most likely be required which could be laid by Cllrs Wellman and Hulcup. After discussion it was agreed that up to £100 to be used to purchase turf if the grass did not improve within next 2-3 weeks. <b>Action:</b> Cllrs Wellman and Hulcup.</p>
11.3	<p><b>Zip wire –</b> The re-opening of this was discussed and it was expected that this would happen at the same time as the other play equipment on 4<sup>th</sup> July. <b>Action:</b> Mary to investigate any recommendations for re-opening from advisory bodies.</p>
12.	<p><b>Date and Time of Next Meeting:</b> Wednesday 23<sup>rd</sup> September 2020 June at 7pm</p>

There being no further business the meeting closed at 19.59 hours.

Signature of Chairman on approval of the minutes: