

KING GEORGE V PLAYING FIELD NORTHLEACH TRUST

MINUTES OF THE MEETING of

KING GEORGE V PLAYING FIELD NORTHLEACH TRUST

Held at the Westwoods Centre on Wednesday 3 December 2025, 7:30pm

Present: Terry Morley-Blackwell (Chairman), Gina Blackwell, Valerie Glynn, Brian Hulcup, Jules Russell, Caroline Saunders, Michael Seath and Andrew Wellman

In attendance: Pauline Rigby, Clerk to the Trust and one member of the public

1. Apologies for Absence

Apologies from Byron Hadley, Matt Jackson, and Laura Kirkby.

2. Declarations of Interest

No interests were declared.

3. Public participation

There were no point raised at this point in the meeting.

4. Confirmation of Minutes

It was RESOLVED that the minutes of the meeting held on 8 October 2025 be confirmed and signed as an accurate record.

5. Finances: –

(a) To approve the bank reconciliation to 30 November 2025.

It was RESOLVED that that the bank reconciliation be approved.

(b) To receive the budget monitoring report for the year to date.

The report was received; £4 was identified as a wayleave payment.

(c) To approve payments (schedule appended).

It was RESOLVED that the payments be approved.

6. To receive the independent examination report and recommend submission of the Trust annual accounts to the Charities Commission.

It was RESOLVED that the annual accounts be submitted to the Charities Commission.

7. To discuss proposals for Northleach Grill, and agree:

(a) Schedule of alterations,

It was clarified with the applicant that a written schedule of works was required, and they agreed to send it in the next week. Subject to finalising the agreement, they hoped a realistic estimate was to open in March.

(b) licence fee, and other key terms of a shared space agreement, and

Cllr Seath introduced the item and explained that a shared space licence arrangement was preferred in order to provide flexibility over use of the space. The area to be licensed was identified as the Tea Room.

The Clerk had raised a list of questions relating to the draft agreement, with a view to identifying key terms and any matters requiring further clarification. Members discussed the questions in turn and broadly agreed the approach.

The meeting considered, in outline, the following matters:

- (a) Days and hours of trading and food preparation were discussed, noting the operator has not yet defined those hours, and arrangements for varying those hours, with 48 hours' notice required by the operator.
- (b) Inspections: as a shared space, access is allowed at any time when the business is not trading.
- (c) Responsibilities: the operator is responsible for cleanliness, safety, waste disposal and compliance with relevant regulations.
- (d) Termination and breach provisions: It was felt that a 60-day no fault notice period was sufficient, but in case of if failure to observe legal requirements, the agreement could be terminated in writing forthwith.
- (e) Alterations on termination: When the agreement ends, alterations would be retained, unless the Trust agrees otherwise.
- (f) Fees, and charging mechanism: There was some discussion about whether charging should be per use, per session, or by day rate. £20 per session was proposed, including for additional sessions.
- (g) Sustainability considerations: sustainable materials to be used where possible, including sustainable cleaning products.
- (h) Insurance, indemnities and liability: A simple statement of indemnity against any claims arising from operator's usage was preferred, rather than a detailed list of causes. The operator would need their own insurance for possessions, product and public liability.
- (i) Dispute resolution: A clause to be added stating that parties will use all reasonable attempts to resolve disputes without recourse to third-party mediation or litigation.
- (j) Governing law: To clarify that the laws of England and Wales apply.

A number of matters had been identified as requiring further work or clarification, in particular the detailed hours of use and tracking usage, the treatment of utilities, and the insurance implications of using deep fat fryers.

It was agreed that these points would be refined and reflected in a final draft agreement for further consideration.

It was RESOLVED that document with amendments as agreed above be accepted once schedule of alterations has been received.

(c) Process for finalising the agreement.

Cllr Seath would share the draft wording with the Clerk.

It was RESOLVED to delegate authority to the Clerk to finalise the wording in consultation with Cllrs Morley-Blackwell and Seath.

It was clarified that the schedule of alterations forms part of the agreement.

8. To discuss options for car park fencing and improved security.

Concern about how to secure the playing field had been raised following travellers moving into Cotswold School Playing Fields. One suggestion was to put a gate at the entrance of the car park, which could be closed when necessary. Another option, noting that the fence between the car park and field is near the end of its life, is to replace the fence or bollards in the gaps. Hostile vehicle mitigation was also discussed. The general view was that a gate was too easy to open and fencing was preferred. The topic would be brought back to meeting once further research has been carried out.

9. To receive items for future meetings: (note: no decisions under this item).

Already noted: New carpet for tea room, car park fencing.

To be added: fencing around cricket square removed. Condition of the playing field (Cllr Wellman), tea room carpet (consider hard flooring).

10. Next Meeting

The next scheduled meeting is Weds 21 January 2026, subject to confirmation.

There being no further business, the meeting closed at 9:15pm.

Signature of Chairman on approval of the minutes: _____

Date	Supplier	Service	Amount
23-Sep-25	Dave Payne Electrics	Restore toilet light power	£ 50.40
26-Sep-25	Toolstation (M Jackson)	Paint	£ 13.52
02-Oct-25	PBT Accountancy	Onboarding fee	£ 54.00
02-Oct-25	Castle Water	Water bill	£ 69.09
06-Oct-25	United Gas & Power	Electricity	£ 248.76
16-Oct-25	Claire Langford	Cleaning	£ 50.00
21-Oct-25	Yates Plumbing	Replace drain valve	£ 63.60
22-Oct-25	Stephen Chilton	Handyman	£ 70.00
24-Oct-25	Screwfix (M Jackson)	Paint	£ 24.98
30-Oct-25	Screwfix (M Jackson)	Radiator paint	£ 8.99
05-Nov-25	Castle Water	Water bill	£ 215.54
05-Nov-25	United Gas & Power	Electricity	£ 231.22
10-Nov-25	PBT Accountancy *	Independent examination	£ 360.00
	TOTAL PAYMENTS		£ 1,460.10

Already paid unless marked *