

King George Field

Committee of Management Meeting

MINUTES

Date: 19 February 2018 and as adjourned to 26 February 2018

Where: Facility on the King George's Field

Present:

19 Feb 2018: **Anthony Alder (AA)** - Heyford Athletic Football Club, **Lyn Chandler (LC)** - Independent, **Chris Daly (CD)** – Lower Heyford Parochial Church Council, **Bruce Eggeling (BE)** – Lower Heyford Parish Council, **Liz Goodwin (LG)** – Independent – Chair , **Terry Hawkins (TH)** - Independent, **Jane Masségia (JM)** –Independent, **Cheryl Pike (CP)** – Lower Heyford Sports and Social Club, **Brian Draper (BD)** - (Independent)

26 Feb 2018: **Anthony Alder (AA)** - Heyford Athletic Football Club, **Lyn Chandler (LC)** - Independent, **Chris Daly (CD)** – Lower Heyford Parochial Church Council, **Bruce Eggeling (BE)** – Lower Heyford Parish Council, **Liz Goodwin (LG)** – Independent – Chair , **Terry Hawkins (TH)** - Independent, **Atlanta Kyte (AK)** - Lower Heyford Village Hall Fund, **Jane Masségia (JM)** –Independent, **Cheryl Pike (CP)** – Lower Heyford Sports and Social Club

- 1. Apologies for absence: 19 Feb 2018** LG noted that apologies had been received from Atlanta Kyte who was unwell and also noted that Nuala Francis was stepping down from the WI and had asked the WI to appoint an alternative representative. LG had also previously noted that Roger Bowen had indicated that it was not the intention for the Bowls Club to appoint a representative to the Committee of Management.

Apologies for absence: 26 Feb 2018: LG noted that BD had offered his apologies as he was working.

- 2. Declaration of conflicts of interest**

There were no declarations of conflicts of interest declared at either meeting

- 3. Approval of minutes of the last meeting**

These were approved and signed by the Chair

- 4. Matters arising**

It was noted that all of the risks as allocated should be under constant review

- 5. Reports from the chairs of sub committees:**

These were all considered and the contents noted

- a. Scope and specifications (page 4)**

b. Finance and funding (page 6)

19 Feb 2018: BE tabled a paper at the meeting showing the financial situation regarding the project to rebuild and re-model the facility which showed various permutations depending whether or not various funding streams were constrained. CP reported that representations had been made to Viridor regarding John Varney not being the Chair of HAFC. CP also reported that Football Foundation had indicated that if the PC recovered VAT that this would be pared back from their funding offer thus negating any effective benefit.

BE reported that having reviewed the grant offer terms from the FF he was not convinced (although he had not asked the PC) that the PC would be prepared to sign the offer terms as it would have a joint and several liability with the co-grantee, HAFC, which might well be unacceptable to the PC

After discussion it was agreed to thank the PC for its help regarding VAT recovery but to indicate that the CoM would not be seeking this solution. **BE was asked to advise the PC of the decision of the CoM and thank the PC for its efforts.**

The FFC was asked to continue its work on balancing the project

26 Feb 2018: CP updated the meeting and indicated that Viridor were still indicating that they could not further support the project as they could not revert the VAT status (although they had previously done so). They had been silent on the matter of John Varney being chair of HAFC. **BE was asked to approach Viridor to see if the application could be reconsidered.**

It was also noted that the limit for acceptance of the offer from FF was 24 March and it was noted that this was just 5 days after the next meeting of the CoM.

c. Communications (page 8)

d. Operations (page 9)

6. Representation of LHVHF on the CoM in future

19 Feb 2018: The meeting considered a paper that had been circulated and agreed that in order to maintain balance on the CoM once the LHVHF was disbanded that the PC should be asked to nominate a person in lieu of the LHVHF who was as broadly representative of the community as possible. **LG was asked to write to the Chairman of the PC to make this request.**

7. Proposed task force for outline policies and parameters of the CoM

19 Feb 2018: The meeting considered a paper regarding the necessity to prepare a number of policies and parameters within which the CoM and its sub-committees would have to work in future. The meeting after protracted debate decided to appoint the existing Operations sub-committee to prepare a draft for consideration and ratification by the next CoM meeting.

26 Feb 2018: this matter was further reviewed and it was agreed that the existing operations committee was too numerous (9 persons) and that it was also not as representative as it

would need to maintain objectivity required by the CoM. After debate it was decided to appoint LG to chair the task force with CP and JM being the other members. It was also decided to ask BD to join the task force. **LG was asked to speak to BD to ask him to join the task force. The task force was asked to endeavour to return to the next meeting with as complete as possible a set of parameters and policy drivers. It was noted that the task was neither small nor lacking in complexity and it was accepted that it might be necessary to have a further meeting to consider following that on 19 March.**

8. May Day fete plans

It was noted that the May Day fete was going ahead and it was decided that the KGF CoM should have a presence at the fete explaining and showing the plans and answering questions.

9. Update on voting for the name of facility

The meeting noted that some 18 votes had so far been received and that further endeavours should be made to increase the number. It was also agreed to take the top 2 names to the May Day fete to gain further input from the community on the naming of the facility.

10. Newsletter

Given the uncertainties as to the finances it was suggested that the Comms committee should be asked to represent current up to date information as to FF and Viridor once it was known. **Comms Committee to liaise with FFC to make sure the community is kept up to date**

11. Lease extension for the KGF

26 Feb 2018: BE advised the meeting that the lease extension for the Field had now been completed and was thus in place until 2068. He further noted that it was in process of being registered at the Land Registry.

12. AOB

13. Next meeting: This was fixed to be on 19 March at 19:00

Signed as a true and correct record:



Dr Liz Goodwin OBE, Chair

Date: 19 March 2018

Scope and specification sub-committee

28 January 2018 at 19:00 hours

The Bell Public House

Minutes

Attended Lyn Chandler (LC), Atlanta Kyte (AK), Bruce Eggeling (BE), Melissa Chadderton (MC), Antony Alder (AA), Cheryl Pike (CP),

In attendance: John Varney (JV) who was invited to attend to answer questions regarding any extra costs for the LH new facility having taken into consideration the list of requirements from the LHVH fund committee.

The meeting followed a meeting held one week previously to discuss in outline the LHVH Fund requirements.

List of requirements from the LHVH fund

Sports/changing/bathing facilities

As planned.

Good catering facilities

White good quality kitchen units with wood laminate work top. AA showed us a mock up and all were happy with how it looked.

Double oven and electric hob.

Kettle.

Coffee making facilities. Enough mugs, cutlery for 30. Pots and pans. Baking trays.

Under the counter fridge.

Free standing microwave.

Dishwasher

Stainless steel sink and drainer.

Pocket door? TBD

Original budget was thought to be sufficient but to be sure £1,000 was to be added to JV costs to be certain.

There was also discussed giving a 'shopping list' to the Relief in Need Charity Fund to see if they would be willing to buy some of the items for the facility.

Storage

Back of tractor shed for toddler group toys, 6 new trestle tables, 32 new stackable chairs (some with arms), tea urn, sports equipment etc. Stairs up to space above tractor shed for things only used occasionally (that are currently in the tractor shed). JV believed that it would be OK and within budget to amend the plans to include stairs and storage above the current tractor shed.

Concrete shed outside to be moved and continue to store items for the Events Committee (the events committee have agreed that they will pay for the concrete shed to be moved as it contains there equipment). £500 to be deducted from JV budget as will be paid directly by Events Committee

Wood Flooring

Wood look engineered oak natural in the communal space. AA showed us a sample of the potential flooring and all agreed it was suitable. JV confirmed it was within budget and would be easy to lay.

Furniture

It was thought that there are enough trestle tables and foldable chairs belonging to the events committee to cater for events like birthday parties.

More round tables would be needed (there are 5 already so 5 more, 10 in total) and comfortable stackable chairs replacing the current black ones. These tables and chairs might have to be stacked at the edge of the space (for toddler group/exercise classes etc), or at least some of them if they can't all fit in the storage space. It was decided that 6 new trestle tables should be purchased for everyday use and stored in the facility. 32 new chairs would also need to be purchased to replace the current black ones.

Covered area for outside space with fixed but movable furniture, decking or paved

It was agreed that the paving would come out as far as possible on the flat area outside the facility. Part of it would be covered by a veranda. Ideally 2 wooden benches would be bought and put under the veranda facing the field. There would also be 2 pub style outdoor tables that would not be under the veranda. LC has prices and stockists.

Bi-fold glass door

The original door will be widened with glass either side and the windows will be made bigger. JV confirmed that a figure of £2,500 had already been agreed to cover the ceilings, doors and windows.

Light and airy space

Down lighters that are warm white. Only dimmable if we can be sure they won't flicker.

Classic simple scalloped shaped uplighter for the walls that are dimmable. White emulsion paint.

Sky lights. Photos in black frames of village scenes.

JV confirmed that in all instances the original budget was sufficient (see above)

Funding and Finance sub-committee of the KGF CoM

Report to the CoM on 19 February 2018

Notes

1. Meetings

No meetings of the committee have been held although there has been much communication via e-mail and telephone calls as required

2. Parish Council and VAT

The Parish Council has agreed in principle to funding the project and being able to recover the VAT.

To this end the PC sought independent professional advice. The original advice, on first reading, was clear and in favour of recovery but one of the conditions was that KGF did not appear to be able to undertake maintenance and repairs without jeopardising the recovery.

Further clarification has now been sought and a revised advice letter has been received indicating that the repairs issue is not a problem. Likewise Hillier Hopkins have confirmed that the application by HAFC and KGF jointly will not jeopardise the VAT recovery if all funds pass directly from FF to HAFC and thence to LHPC.

The net effect is that the PC will be able to undertake the works and recover the VAT providing it has received adequate funds from the various funders/grant givers.

3. State of Funding providers

a	Viridor	Viridor seem to be of the belief that John Varney is or has been Chair of HAFC and as such cannot be the contractor. We are endeavouring to clarify.
b	Football Federation	Secured
c	HAFC	Secured
d	LHSSC	Secured
e	LHVHF	Secured, subject to final approval of the Trustees in meeting
f	LH Events committee	They have agreed to directly fund the storage facility move and JV contract price has been reduced.
g	LH Playground committee	These funds are held by a sub-committee of the PC who require they are ring-fenced for future RoSPA reports and maintenance
h	Dorchester	TBA
j	Big Lottery	TBA

4. Project Costs

The project costs of John Varney have been revised to take account of the changes in specification required by LHVHF and current knowledge as well as updating the figures for inflation since originally submitted by John Varney. The total sum stands at £169 k with a contingency provision of 5% and withholding of 5% pending sign off and snagging. An outline payment schedule has been agreed although no mechanism has been discussed regarding

monthly certification. Action required still as well appointment of an independent assessor of stage payments.

5. Risk Register Items Mitigation (FCC items only)

- **Risk PF 1:** This has been fully mitigated via advice received by the PC (who have kindly paid for the advice)
- **Risk PB 3:** Close control of costs will be put in place by Cheryl Pike who will be on the Facility Construction Committee and any overrun will require detailed support prior to payment.

6. Lease

The PC has appointed a sub committee to review all paperwork and it is anticipated that the lease extension will be completed very shortly and will then be registered with the Land Registry and circulated to the relevant funders.

7. Main contract with John Varney

Subject to the above o/s items in 4 above and final cash flows being prepared and verified by the PC sub-committee this should be able to be signed imminently.

Bruce Eggeling

Chair, Finance and Funding sub-committee of the KGF CoM

Communications sub-committee of the KGF CoM

Report to the CoM on 19 February 2018

Notes

1. Meetings

No meetings were held and all communications were carried out by e-mail

2. Newsletter

Newsletter #2 was circulated

3. Naming of the facility

The card enabling voting for a new name was delivered with the newsletter.

Operations Subcommittee
Second Meeting
08/02/2018
6.30pm The Bell, Lower Heyford

Present: LC (Chair), MC, CP, AA, TH, BD, BV, JV, JM

Absent: Pete

Minutes and **remit** from the last meeting: agreed

1) **Timeline of Operations actions.** It was felt that we should not put in place a timeline of actions until the finances of the build were finalized.

2) **Hire Agreement:** we have put out feelers for helpful documents from Steeple Aston and Somerton (AA: both who charge a £100 deposit), and Fringford (JM). **Action: the members of the committee will continue to collect documents regarding fees and rules from other village halls and community spaces, from which we can choose the most suitable elements.**

At Steeple Aston, the regular uses (weekly users) have a separate alarm code and a key, so that they do not need to be accompanied by a key-holder or have the facility checked immediately after use. The committee was broadly in favour of this approach, although a 'probationary period' was suggested.

3) It was agreed that **darts** (which currently falls under the Social Club) would not count as a separate event which required hiring.

There was a clear feeling that committee did not wish to charge clubs (such as Football) who contribute the essential maintenance and upkeep of the facility.

Action: As these are likely to be policy driven to be taken to Main CoM for some guidance.

4) **Membership:** it was suggested that free membership could be awarded to the residents of both villages for a period of a year, in order to encourage interest in the new facility, and overcome the perceived 'barrier' of there being a club on the premises. **ACTION: take this idea to the Main CoM**

5) **Advertising:** the committee felt a monthly timetable of bookings should be posted, on the (new) noticeboards, the parish noticeboard, and the website, would inform users which evenings were booked. **ACTION: ask the Main CoM to include cost of two new noticeboards into the build**

End of meeting 19.15pm

Next meeting: TBC