

King George Field

Committee of Management Meeting

MINUTES

Date: 19 March 2018

Where: Facility on the King George's Field

Present:

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, **Atlanta Kyte (AK)** - Lower Heyford Village Hall Fund, **Liz Goodwin (LG)** – Independent – Chair , **Jane Masségli (JM)** – Independent, **Cheryl Pike (CP)** – Lower Heyford Sports and Social Club, **Brian Draper (BD)** - (Independent)

1. **Apologies for absence:** Terry Hawkins - Independent
2. **Declaration of conflicts of interest** - None
3. **The minutes of the last meeting** – 19 Feb 2018 were approved and signed
4. **Matters arising** - None
5. **Reports from the chairs of sub committees:**

These were considered and the contents noted

- a. Finance and funding (page 3-4)

The meeting noted that Viridor had withdrawn at very short notice. The meeting thanked the Parish Council for stepping in at the last minute and LG was asked to write to the Chair of the Parish Council to thank it for its support.

- b. Communications (page 5)

6. **Draft output from Policies and Procedures Task Force**

The paper circulated was discussed and no significant issues were raised. Arising from this LG was asked to prepare a draft document specifying the detailed role of the CoM, its policies as well as principles of operation for approval at the next meeting.

7. **Formal approval of FF funding terms**

The terms of the Football Foundation funding had been circulated and were noted and agreed. The meeting formally authorised LG and BE to sign on behalf of the CoM as Chair and Secretary respectively. CP was asked to send them to the FF in good time for the 24 March 2018 cutoff date. BE noted that he had approached a couple of village residents to act as the 'suitably qualified professionals' to sign off on payments to the contractors and on the claims to the FF and was in discussions to finalise their roles.

8. **Formal approval of John Varney contract**

The meeting noted with thanks that JV had agreed to work on a fixed fee basis and that thus no contingency was required. It was further noted with thanks that JV and Barry Varney had offered

to invoice separately for Barry Varney's costs. The meeting noted that despite the modest current shortfall in funding set out in the Finance and Funding report the CoM felt it was imperative to go ahead with this contract. The meeting authorised BE and CP to finalise contract and payment arrangements with JV and BV.

9. May Day fete plans

The plans for the May Day fete were discussed and it was decided to ask Terry Hawkins for permission to have a presence. It was agreed to hold a photographic competition and to announce this in the next newsletter. Final details for the fete and planning are to be discussed at the next meeting.

10. Update on voting for the name of facility

It was noted that the current lead name was option A and that the top two names would be put to the May Day fete for final voting and as a 'run-off'.

11. Bank signatories changes

It was proposed by CP and BE that the bank mandate be amended to require 3 signatures on all payments greater than £15k and in view of the number of required payments that would be over £15k over the coming months the bank signatories should be expanded to include the entire CoM. CP to arrange.

12. CoM personnel changes

The meeting considered the situation regarding any changes in CoM members.

It was decided that any resignations of an appointee of an organisation (such as WI in the case of Nuala Francis) the relevant organisation should be asked to provide a replacement. In the case of any of the independent elected members resigning or leaving then the remaining CoM should co-opt a replacement to hold office until the next AGM, such replacement would require not to be an officer of one of the appointing organisations.

LG and BE noted that they would both be unable to be present at meetings from June to September inclusive. BE noted that he had asked the PC to provide a stand-in in his absence and the PC had appointed Emily Daly. It was agreed that as Vice Chair, Chris Daly, would chair any meetings during this period with LG available by phone or e-mail in the background.

It was noted that the PC had agreed to appoint a replacement on an on-going basis in lieu of the LHVHF which was in process of seeking to be wound up and in this regard had re-appointed the existing LHVHF appointee, Atlanta Kyte.

13. Next meetings

These were fixed as 19 April 2018 and 14 May 2018

Signed as a true and correct record:



Dr Liz Goodwin OBE, Chair

Date: 19 April 2018

Funding and Finance sub-committee of the KGF CoM

Report to the CoM on 19 March 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. State of Funding providers

- | | |
|------------------------|--|
| a. Viridor | Viridor have withdrawn due to their concerns regarding VAT registration and other matters. Various attempts have been made to re-instate but to no avail. This option is now closed. |
| b. Football Foundation | Secured |
| c. HAFC | Secured |
| d. LHSSC | Secured |
| e. LHVHF | £99,327 Secured |
| f. LH Events committee | They have agreed to directly fund the storage facility move and JV contract price has been reduced. |
| g. LHRNC | It is hoped that this Charity will support the project through payment for equipment etc but it is not likely that they will pay for 'actual building costs'. |
| h. Dorchester | Unlikely |
| i. Leader | WIP |
| j. Bicester Village | WIP |

3. Parish Council contribution

In view of the late withdrawal of Viridor a request was made to the PC for their support. At an extraordinary meeting on 14 March 2018 Lower Heyford Parish Council approved a donation of £10,000 subject to £150,000 having been received from others previously.

4. Lease

This has now been finalised and is in process of being registered at the Land Registry by the lawyers. A minor cost increase in legals has been underwritten by the LHSSC and HAFC

5. Main contract with John Varney

Discussions with John Varney have taken place in view of Viridor pull out and he has kindly agreed to work on a fixed price basis. Hence there is no contingency as JV has agreed to deliver the project for the costs agreed, some of which will be invoiced directly by his brother who is self-employed and not registered for VAT.

6. Project Costs

The current situation is as follows:

KGF Project Funding summary		£
LHVHF		99,327
FF		50,000
LHSSC		19,000
HAFC		7,000
LHPC		10,000
LHRNC	Note 1	4,000
Pledged		189,327
John Varney		169,125
Of which split:		
	BV	20,000
	JV	149,125
	VAT (JV only)	29,825
		198,950
Shortfall		9,623

This shortfall will require to be made up by further grant applications and/or fund raising.

Bruce Eggeling

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

KGF CoM: Comms Sub Committee

Meeting 7 March 2018 at 19:00

Yggdrasill Lower Heyford

Present: Chris Daly (CD), Janie Masegla (JM), Bruce Eggeling (BE)

Minutes

1. Newsletter #3

Various topics were discussed including update on funding, trailing the May Day Fete, progress report as to name of the facility. [Post meeting a draft was prepared but held pending final deliberations on funding availability]

2. Naming of the facility update

The meeting discussed the results so far which showed a clear favourite with almost half of the votes cast being for option A, King George's Sports and Community Centre. It was decided to extend voting and provide for a run off at the May Day Fete

3. May Day fete plans

It was noted that the fete was going ahead on 5 May and that KGF CoM needed to have a strong presence and that as many of the CoM as possible should be there. BE noted that neither he nor Liz Goodwin could be present due to a prior engagement. It was agreed that the plans for the new building should be present. It was decided to hold a photo competition for iconic views of the village to be on display in the new facility. To be further discussed at the CoM on 19 March.

4. Communications

Broad discussion as to communications with the villages going ahead in order to spread the word, announce availability, and increase footfall at the new facility with e-mail and Facebook groups being main contenders for communication media. Also noticeboards and Valley News entries to be used as well to spread the word. For further discussion.

5. New member of the committee to replace Nuala

It was agreed that a replacement for Nuala was desired and BE added that he would be absent from June to September inclusive. It was decided to take the matter back to the CoM for further discussion and appointment.

6. AOB