

King George Field

Committee of Management

Date: 14 May 2018

Time: 19:00 hours

Where: The soon to be named old facility on the KG 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, **Terry Hawkins (TH)** – Independent, **Atlanta Kyte (AK)** - Lower Heyford Village Hall Fund, **Liz Goodwin (LG)** – Independent – Chair , **Jane Masségia (JM)** –Independent, **Brian Draper (BD)** - (Independent), **Cheryl Pike (CP)** – Lower Heyford Sports and Social Club

In attendance: **Emily Daly (ED)** – Lower Heyford Parish Council designate (temporary replacement for BE)

MINUTES

1. **Welcome :** LG welcome and introduced Emily Daly who had been nominated to be the LHPC representative during BE's absence
2. **Apologies for absence :** none
3. **Declaration of conflicts of interest:** none
4. **Approval of minutes** of the last meeting – 19 April 2018: These were approved and signed by EG
5. **Reports from the chairs of sub committees:**

These were considered and the following noted:

- a. Finance and funding (page 3-4)
 - i. Although the forecast showed a shortfall of £4238 on the building project there are cash reserves of approximately £2000 and we have a further 9-10 months to raise the balancing funds
 - ii. The bank signatories are being updated and there will be enough signatories. CP is registering the extra ones.
- b. Communications (page 5-7)
 - i. JM updated the meeting on the May Day fete results as to the photo competition, the naming of the facility and other matters which it was agreed would be published in future newsletters
 - ii. It was agreed to defer the official opening arrangements until spring in 2019
 - iii. The Comms committee was asked to consider various format options and report back to the CoM no later than Xmas 2018 to provide time to market

and plan the opening to achieve maximum footfall and increase take up going ahead.

6. **Decision as to the name of the new facility:** Following the May Day fete and earlier voting slips received it was noted that both votes were, by some margin, in favour of the name: ***King George's Community and Sports Centre***. It was agreed to announce this in the next newsletter
7. **Insurance matters:** The meeting considered a paper relating to insurance and it was agreed that KGF CoM should collaborate with LHPC, LHSSC, HAFC and the Events Committee to make sure that the insurances in place were adequate and but not excessive or duplicated unnecessarily. BE and CP were asked to liaise with Gay Hawkins (Events) and report back no later than December 2018 with their recommendations.
8. **Creating a flat area for the marquee that is independent of the football play area:** This was discussed and it was agreed that this was highly desirable and that the possibility should be positively investigated and that in the meanwhile John Varney should be instructed to retain the spoil being created rather than having it carted off site to enable a later creation of a flat area which could accommodate the marquee area that could be in use 12 months a year for potential functions. It was noted that the potential would exist to upset neighbouring properties but that strict time limits on music would be required in all instances.
9. **KGF Trust appointment of Secretary:** It was agreed that it would be sensible to have the role of the Secretary maintained by a member of the CoM and CP kindly offered to undertake the role. She was to liaise with Lesley Thompson (who was currently noted as being the Secretary on the Charities Commission website) to make the required arrangements.
10. **Frequency and date of next meetings:** The meetings agreed that now that the main funding and build matters were underway there was limited requirement for monthly meetings. The following dates and venues were agreed:
 - a. 12 July 2018 at Darville House, Station Road, OX25 5PD
 - b. 17 September 2018 at Darville House, Station Road, OX25 5PD
 - c. 15 October 2018 : location TBA

Funding and Finance sub-committee of the KGF CoM

Report to the CoM on 14 May 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. Main contracts with John & Barry Varney

These have now been signed and John is planning to start work on 22 May.

3. Intelligent Client Function

Trev Husband has a copy of the contracts plus drawings and is making contract with John to develop a way of working together so that progress is smooth, certification carried out in good time and payments promptly made.

4. Funding requests

These have all gone to the various funders to make sure that we are kept in funds throughout the progress of the building works.

5. Cash Flows

The forecast cash flows are included at appendix A.

6. Funding shortfall

At present we are forecasting a funding shortfall of about £4,238 so we must redouble our efforts to make sure we raise these funds before October 2018.

7. Bank signatories

We urgently need to add signatories to make sure that we have enough to make monthly payments to John Varney which will be above the 2 signatory limit of £10k.

Bruce Eggeling

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

Funding and Finance sub-committee of the KGF CoM

Report to the CoM on 14 May 2018

Appendix A

Please see separate spreadsheet

Report to KG CoM on 14 May 2018

KGF CoM: Comms Sub Committee

Meeting 30 April 2018 at 19:00

Yggdrasill Lower Heyford

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

In attendance: Liz Goodwin (LG)

Minutes

Newsletters

1. The series of newsletters was considered and it was agreed that they were being well received and should continue. It was noted that the green paper colour was different, popular and well received.
2. It was agreed that the next newsletter should be sent out after the May Day fete and that they should be delivered approximately monthly throughout the build phase to continue to engender interest.
3. CD kindly agreed to take over printing in BE's absence
4. It was agreed that JM would try and make sure a photographic record of works was maintained during the build period.

New Building Official Opening arrangements

5. The subject was discussed at length as to format, timing.
6. After consideration it was decided to recommend to the main CoM as follows:
 - a. Suggested decision in principle that the main opening ceremony should be delayed until Spring 2019 to permit time for any late works, snagging, finishing of the outdoors areas and grass growth etc.;
 - b. Comms Committee to consider various format options designed to get as many villagers to attend as possible and to report back to the CoM with suggested formats before Xmas;
 - c. Consideration to be given to a possible range / number of events designed for different ages and interests;
 - d. Consideration to be given to merger with the regular May Day celebrations to extend the footfall outside the village;
 - e. Format to be considered and defined by the CoM by the New Year with detailed planning to follow in the next few months;

- f. That the marketing of the facility for private use/clubs/businesses should meanwhile be underway as soon as a completion date was known with any certainty.

Update as to KGF CoM presence at the May Day fete on 5 May 2018

7. KGF CoM Communications Sub-committee had a stand at the May Day fete which was manned by Janie Masegla, Chris Daly and Atlanta Kyte. This proved of great interest and received more than 100 visitors both from the villages and further afield during the afternoon.

8. The purpose of the stand was to :

- a. Enable the village members to engage with the process, see the plans, comment on the possible uses of the facility and see the results of the photo competition that had previously been published in the newsletters;
- b. To engage with the village members and seek final views on naming the facility from a short list of 2 favourite names;
- c. To answer any questions that any of the villagers may have had as to the plans and uses.

9. The results were as follows:

a. Photo Competition:

- Over 16's Category

Winner: Melissa Chadderton

Highly Commended: Linda Robertson

Highly Commended: Melissa Chadderton

Commended: Jenny Tamblyn

- Under 16s Category

Winner: Daisy-May Nelson

Highly Commended: Indigo Chadderton

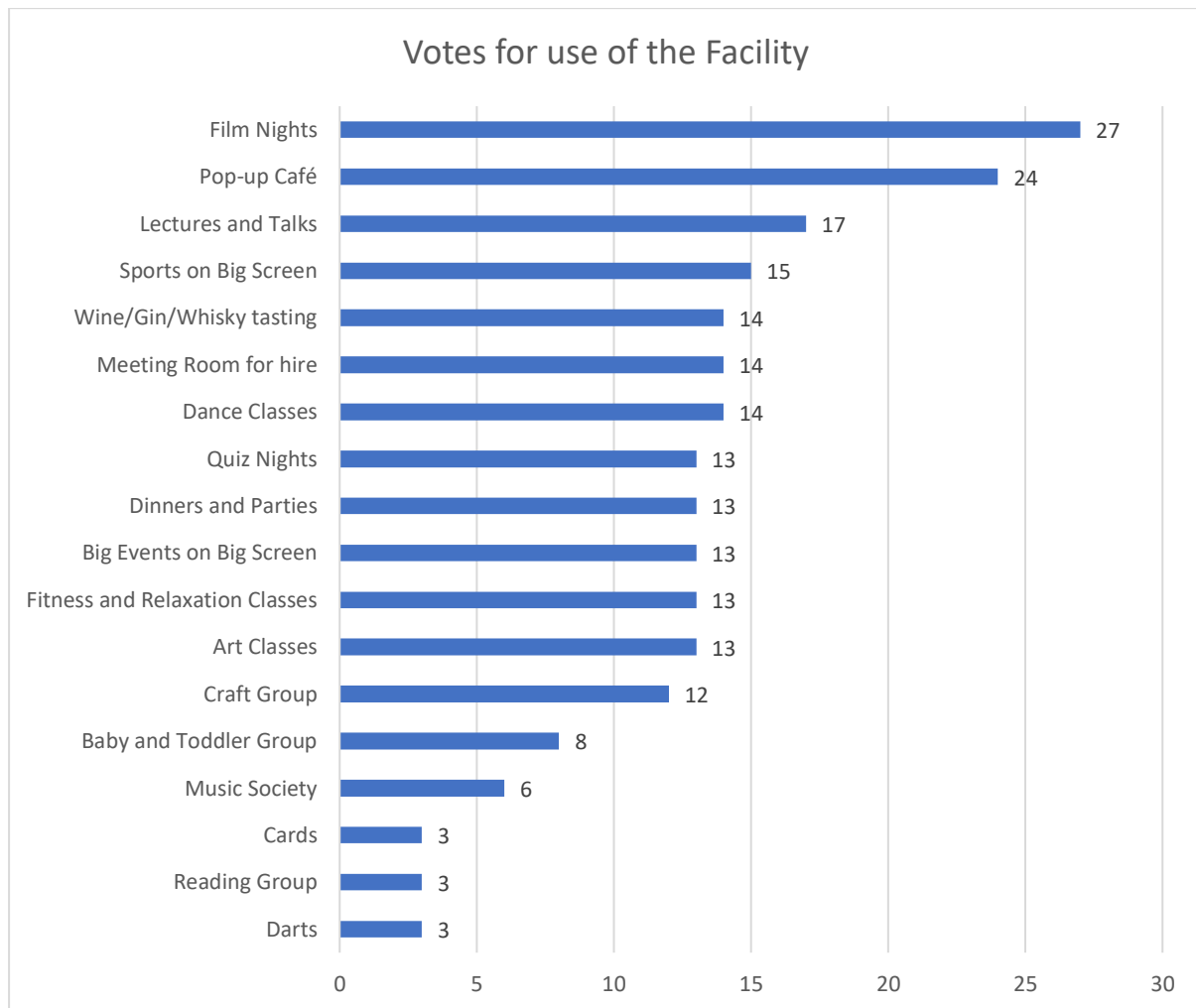
Highly Commended: Cameron Hughes

b. Naming of the facility

**King George's Sports and Community Centre: 38

King George's Hub: 31

c. Suggested uses of the facility (from the list suggested by the committee):



d. Other suggestions (free text - summary)

- Good coffee (***this appeared on 4 separate suggestion slips***)
- A piano
- Morris dancing
- Cricket Club
- Bar
- Flower Show
- Album club (musical version of a reading group)
- Knitting group
- Youth club
- Qi Gong classes
- Hot desking with free Wifi
- Washing machine for use by boating community

10. Future suggestions: Many visitors to the stand were of the view that the photo competition should be an annual event.