

King George Field

Committee of Management

Minutes

Date: 19 April 2018

Time: 19:00 hours

Where: Yggdrasill, Freehold Street, OX25 5NS

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)

1. **Apologies for absence** : Cheryl Pike (CP) – Lower Heyford Sports and Social Club
2. **Declaration of conflicts of interest:** None
3. **The minutes of the last meeting** on 19 March 2018 were approved and signed
4. **Matters arising:** None
5. **LHRNC funding:** LG advised that the charity had approved support for the building in the sum of £10,000 and that it had also agreed to fund membership for both villages’ residents in the sum of £500 for one year, to be reviewed in future years. LG was asked to write to the Chair of LHRINC to thank her for her support which given Viridor’s withdrawal was crucial to the rebuilding project.
6. **Reports from the chairs of sub committees:**

These were considered in detail and are attached

 - a. Finance and funding (page 3-4)
 - b. Communications (page 5)
7. **KGF CoM Roles and Policies April 2018:** This had been developed in detail by the task force set up for the purpose. The document was approved and the members of the task force thanked for producing such an excellent first pass at this document which it is intended to review and revise from time to time. The CoM thanks are due to CP, JM, BD and LG.
8. **KGF ‘Intelligent Client’ appointment** : The meeting considered the paper (set out at page 6-7) and approved the appointment and the roles set out therein
9. **Change of accounting reference date and appointment of reviewer:** The meeting considered the paper (set out at page 8) and approved the change of accounting reference date to 30 September in each year and the appointment of TDAS to undertake the annual review of the accounts prior to submission to the AGM in November each year.

10. **May Day fete:** The presence at the fete was agreed and JM and CD kindly agreed to organise the KGF CoM presence at the fete. JM asked if a list of frequently asked questions could be drawn up and BE/LG agreed to do so
11. **KGF Trustee appointment:** The meeting noted with regret the resignation of Leigh Thompson as a Trustee and it was agreed that the PC should be asked to nominate a replacement.
12. **KGF Trust Secretary.:** The meeting noted that it would probably make some logistical sense to have a member of the KGF CoM as the Secretary of the Trustees and it was agreed that CP should speak to the current incumbent, Lesley Thompson, and ascertain her views
13. **Next meeting:** was noted as 14 May 2018.

Signed as a true and correct record:



Dr Liz Goodwin OBE, Chair

Date: 14 May 2018

Funding and Finance sub-committee of the KGF CoM

Report to the CoM on 19 April 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. Football Foundation	£50,000 secured
b. HAFC	£7,000 secured
c. LHSSC	£19,000 secured
d. LHVHF	£99,827 secured
e. LH Events committee	They have agreed to directly fund the storage facility move and JV contract price has been reduced.
f. LHRNC	£10,000 secured
g. LH PC	£10,000 secured

This leaves a shortfall of approx. £3,500 which it is hoped to fill via fund raising and other avenues as follows which CP is looking at and reports as follows:

We have applied to Tesco to be selected for their blue token voting, which could secure us up to £4k. I am waiting to hear from Moto/M&S as we have applied for up to £1,000 from their charity fund.

Also I have registered with the Idox group free for 90 days, as suggested by Sport England, to get access to any other potential funding, which you can go in and select certain criteria and it lists all the potential funds that could be available. There are some available for small capital projects, so the outside/car park area as well as some for the running/utilities costs which could be useful in the coming months.

The potential funders I am looking at are:

- *Asda Foundation*
- *Coventry Community Foundation*
- *Bernard Sunley Charitable Foundation*
- *Foyle Foundation*
- *Garfield Weston Foundation*
- *The Screwfix foundation*
- *Truemark Trust*

3. Main contract with John Varney

We await final drawings. Meeting will be updated on 19 April.

4. Intelligent Client Function

For 2 or 3 funders an 'intelligent client' was required to verify payments etc. To this end various potential candidates (surveyors, engineers etc) were approached.

The resulting role is set out in a separate paper.

5. Year-end change and accounts review

During the past month CP and I have discussed and agreed that for various reasons it would make sense to have a 30 September year end enabling review and reporting to the AGM in November. Please see separate paper.

Bruce Eggeling

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

KGF CoM: Comms Sub Committee

Report to KG CoM on 19 April 2018

1. Meetings

No meetings were held.

2. Newsletters

Newsletter #3 was produced and distributed.

Newsletter #4 had been drafted and it is hoped will be presented to the meeting in draft on 19 April.

3. Future Plans

It is noted that as the building work commences and the reality of a new facility becomes closer we will need, through all media available, to make the village residents and further afield, aware of the availability of the new facility and what it has to offer.

King George Field Committee of Management

The Intelligent Client role

Background

King George Field Trustees (KGFT) hold a lease for the playing field and facilities thereon under a lease from Lower Heyford Parish Council (LHPC). The field and facilities are managed by the King George Field Committee of Management (KGF CoM).

KGF CoM has recently concluded making financial provision through grant and donation funding to rebuild, extend and re-model the existing facility on the North West corner of the field.

The work is going to be undertaken principally by John Varney (JV) and his brother Barry Varney as well as a number of sub-contractors that will be controlled by John Varney. The build program is to commence in early May 2018 and is designed to be complete as to the rear section, being the changing rooms etc., by 1 September 2018 and substantially complete by end October 2018.

The Role

The KGF CoM would like an external person with village connections to oversee, with a very light touch, the work and be responsible for signing off the various stage payments that have been agreed in outline with JV.

The role is designed to give comfort to KGF CoM, and to the principal funders being the Football Foundation and the Lower Heyford Village Hall Fund.

Therefore the incumbent will require to familiarise himself with the plans so that he may be fully aware of the extent of, and sequencing of, the work. He will require to visit the site as often as is required in order to be able to assure himself, the construction sub - committee and the KGF CoM that the works are being carried out to an acceptable standard and are substantially on time.

Liaison with the main contractor and with any sub-contractors as the matter demands will be of benefit to all parties to ensure a smooth completion of the works in the shortest time frame.

Sign offs required

KGF CoM would like the intelligent client to sign off all stage payments invoices as being in accordance with the contract and with the stage of works completed relevant to the plan. This will require to be done prior to payment of all invoices.

KGF CoM would like all requests for payment by the Football Foundation to be certified by the intelligent client as being due. These certifications are to be as per the form specified in the grant terms.

KGF CoM would like the intelligent client to sign off the release of all retained sums at the time when building control sign off and when snagging has been completed in accordance with the contract.

Intelligent Client

It is proposed that the role will be undertaken by Trevor Husband who lives at 130 Freehold Street and can be reached by e-mail at trev.husband@gmail.com

Throughout the project, Trevor will be liaising as necessary or as required with David Irvine who lives at The School House, South Street, Caulcott.

Trevor should be the primary point of contact for any queries. However, in his absence, David will be able to provide continuity.

Remuneration

The post is not remunerated in line with all other similar positions within KGFT/KGF CoM.

KGFT / KGF CoM will indemnify the intelligent client for any and all claims that may be made against him for whatever reason arising out of his agreement to undertake the tasks.

Any expenses incurred in carrying out these duties will be reimbursed.

King George Field Committee of Management

Accounting, Review and Reporting

Background

There is a requirement to prepare accounts on an annual basis as is common with almost all organisations.

In the past the King George Field Trust has been all but dormant with most costs and revenues being accounted for by Lower Heyford Sports and Social Club.

Requirements going ahead

In future it is the intention that the King George Field Trust will be 'active' and will receive revenues from various users of the field and facilities.

The Sports and Social Club will continue to operate the bar facility and will gift its bar profits to the Trust on a regular basis.

Membership of the facility will be accorded by way of right to all residents of both villages and funded for the foreseeable future by the Lower Heyford Relief in Need charity.

Other revenues will derive from individual and business use of the field and the facilities.

Overhead type expenses will be paid by the Trust whilst the marginal costs of operation will be offset by income from users.

Accounting Reference Date

In order to provide accounts at the AGM which is required to be held in November the accounting reference date will be 30 September in each year which will provide time for review and reporting in November.

TDAS

A local firm of accountants, based in Ambroseden, Tom Duff Accounting Services has offered to undertake an annual review of the accounts for the sum of £150. This firm currently carries out the review of the accounts for Lower Heyford Relief in Need Charity.