

King George Field

Committee of Management

Date: 15 October 2018
Time: 19:00 hours
Where: Yggdrasill, Freehold Street, Lower Heyford OX25 5NS

Present: **Anthony Alder (AA)** - Heyford Athletic Football Club, **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

MINUTES

1. **Welcome** LG welcomed everyone
2. **Apologies for absence** – **Chris Daly (CD)** – Lower Heyford Parochial Church Council,
3. **Declaration of conflicts of interest** – none was declared
4. **Approval of minutes of the last meeting** held on 17 September 2018 were approved by the meeting and signed as a true record by LG
5. **Matters arising**
 - a. The issue of the payment in excess of the fixed price contract was noted and BE said he wished to discuss with JV;
 - b. The Construction Committee structure was briefly discussed and it was agreed that any potential shortfall resulting in re-specification would be brought back to the main CoM.
6. **Reports from the chairs of sub committees:**
 - a. **Finance and funding:** CP presented the current cash position and forecast and noted that with a minimum £1,000 from Tesco and £2,000 recently received from Cllr Corkin the shortfall was now forecast at just around £2,500. It was confidently expected that this would be made up by mid-2019 with further fundraising efforts planned. The meeting noted with thanks that AA had kindly given some 60 hours of volunteer time to the project that had offset the shortfall significantly;
 - b. **Communications:** JM noted that the 7th newsletter had just been delivered
 - c. **Construction:** AK noted that there had been various meetings regarding lighting in the new facility and work was progressing as scheduled albeit rather later due to the delay is getting the sign off from the soil engineer.
7. **Consideration of draft accounts** CP and BE presented draft accounts for the year ending 30 September 2018 for approval. It was noted that these had been prepared on a receipts and payments basis. The accounts were approved for submission to the Trustees and thence to audit, in time for submission at the AGM due to be held in November.
8. **Arrangements for the AGM** to be held in November: It was noted that the AGM required to be held in November. There was discussion around a venue and it was agreed that whilst it would be desirable to hold the meeting in the new facility but that should only be the case if

it was in a complete enough state and it would not compromise the future marketing of the facility. It was decided to investigate possible furniture delivery dates and to take a decision no later than end October as to venue.

9. **Booking system for facility** – This was discussed and it was agreed that an online request system was best with input only by a CoM member or other approved representative. i.e. no ability for direct booking by a hirer It was requested that a weekly update was provided to the LHSSC to ensure bar cover at appropriate times. This was agreed.
10. **Pricing** The pricing mechanisms were discussed at length and the following were agreed:
 - a. There should be a discount for residents against a list price of 30% in accordance with the wishes of the LHVHF;
 - b. All booking parties in any category be subject to the same rates
 - c. But there would be a discounted rate to organisations entitled to appoint CoM members who are most likely to be regular users.
 - d. Although all users would be required to clean the facility after use there should be embedded into all hires a first hour charge which would enable a cleaner to maintain standards and ensure that the facility was always presentable to the next user which it was noted might be small children, those doing dance or other usage.
 - e. There should be a discount applied to any user booking a regular use over a period of time.
 - f. It was agreed that it was appropriate to have different rates for the following:
 - i. Community
 - ii. Commercial
 - iii. Village Organisations
 - iv. Parties (children and adults)

It was agreed that BE would draft a set of possible rates for consideration as well as preparing draft hire agreements and processes etc.

It was agreed that it would be unwise to accept any bookings until such time as the CoM was certain that we could deliver a facility that met users' requirements. BD noted that it was intended to have the first darts evening on Wednesday 23 October and the footballers were intending to open the bar albeit with just cans on sale on Saturday 27 October. It was accepted by all parties that the building would not be completed by then

11. **Cleaning of the facility** – It was agreed that it was important that the facility including changing rooms and toilets should be kept in good condition. It was agreed that BE would look at the costs and other issues between an external contract cleaner and a local person.
12. **Opening Ceremony** – CP reported that the FA was relaxed about the opening ceremony and would be happy to attend any that was organised in the New Year.
13. **AOB** TH suggested that the defibrillator in the facility should be placed on the outside: this was agreed. TH also proposed a vote of thanks to CD and ED for hosting the prior meetings.
14. **AOB:** LG noted that she had asked BE to prepare a draft constitution separating out the tasks of the Trustees and those of the CoM to present to the next meeting and thence to the AGM.
15. **AOB:** BD reported that he had looked at the licensing implications of films etc. His findings are attached at **Appendix B** and will be considered at the next meeting.
16. **Date of next meeting** fixed at 12 November and it is hoped to hold it in the new facility: TBC

Signed as a true and correct record:

A handwritten signature in blue ink that reads "Liz Goodwin". The signature is written in a cursive style and is centered within a white rectangular box.

Dr Liz Goodwin, Chair

Date: 12 November 2018

Appendix A

Cash flow

(see separate paper)

Appendix B to KGF CoM minutes of 15 October 2018

Information regarding film licencing from Brian Draper

To be considered at next meeting

1. Before the film event goes ahead, we need to look at licencing. Due to public showing we will need some sort of "Non Theatrical Licence", even if we don't charge anything. The gov.uk website give advice and a couple of companies to provide such a licence. Details of companies and web address are below.
2. Also our "Club Premises Certificate" Which is what our licence is, very similar to a pub premises license, but with the advantage of not requiring a personal license holder or a Designated Premises Supervisor (DPS). However social club laws apply.
3. Will need updating to allow regulated entertainment. To view moving pictures. At present our existing license does not allow it.
4. One option is to either, raise a "Temporary Event Notice" (TEN) at a cost of £21. We do this through Cherwell District Council. I believe at present we can raise 12 of these per year. 10 days' notice is required to raise a TEN.
5. The other option is to raise a variation to our existing Club Premises Certificate (License), to allow regulated entertainment whenever we want, subject to licensing hours. This comes at a cost of £100, i believe this is a one off payment. This is a 30 day process and a notice will need to be put in a publication, eg newspaper, magazine, maybe the Valley News if the council will allow.
6. The advantage of the variation/adjustment of our current license will allow us to hold Disco's/live music, which will be an advantage when it comes to marketing the venue for parties, weddings, various clubs.
7. This will then allow us to view movies, subject to copyright regulations.

The companies below can supply copyright licensing.

- A. <https://www.filmbankmedia.com/licences/>

[Our Licences - Filmbankmedia](https://www.filmbankmedia.com/licences/)

Filmbankmedia offers a selection of film and TV content licences designed for different non-theatrical purposes. For example, our licences cater for ticketed screenings of 'special release' films (pre-DVD), outdoor screenings, and background ambiance in a variety of venues.

www.filmbankmedia.com

Single Title Screening License - £83+vat, for 1-200 people. For one off screenings only. (1 movie only one)

Public Video Screening Licence - £105.83+vat for 1-249 people. This is an annual fee unlimited screenings. (No charge can be made to the public for viewing).

B. Motion picture licensing cooperation Mplc is another provider

<http://www.themplc.co.uk/>



[Motion Picture Licensing Company](http://www.themplc.co.uk/)

© 2001 - 2018 Motion Picture Licensing Company Limited. All rights reserved.
Registered Office Address: MPLC House
4 Saffrons Road Eastbourne

www.themplc.co.uk

Single Title Movie License. - £75+vat or 35% of takings whichever is greater, for 1-200 people.

Umbrella License (similar to Filmbank PVSL). This one is in floor area rather than people 1-500m² - £97.85+vat (No charge can be made to the public for viewing).

Hope this helps and apologies for any errors in advance