

King George Field

Committee of Management

Date: 12 November 2018
Time: 19:00 hours
Where: King George Community and Sports Centre

Present: **Anthony Alder (AA)** - Heyford Athletic Football Club, **Bruce Eggeling (BE)** – Lower Heyford Parish Council, **Chris Daly (CD)** – Lower Heyford Parochial Church 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 and introductions:** LG welcomed everyone.
2. **Apologies for absence** – none
3. **Declaration of conflicts of interest** – none
4. **Approval of minutes of the last meeting – 15 October 2018:** these were approved and signed by the Chair.
5. **Matters arising:** a paper had been attached to the minutes of the meeting on 15 October 2018 relating to licensing of the centre for films, TV etc. After discussion it was agreed that in principle whilst it was important for the KGF CoM to ensure compliance with such regulations it must be the responsibility of the club, commercial outfit etc. to ensure compliance with all applicable regulations. It was agreed that the facility hire document must enclose such provision.
6. **Reports from the chairs of sub committees:**
 - a. **Finance and funding:** CP tabled a cash flow forecast that showed that due to volunteer input the shortfall on the building project is now forecast at just £275.
 - b. **Communications :** noted that newsletter #8 had been printed and delivered
 - c. **Construction:** the meeting was advised that all equipment had now been specified by the committee and that CP was in process of ordering. CP sought input to decisions on a number of items.
7. **KGF Community and Sports Centre : Hire and usage arrangements**
 - a. **Hire agreement :** a draft hire agreement was considered and subject to a couple of minor amendments relating to the retention of personal data and ensuring that adherence to regulatory compliance was passed to the user of the premises as

appropriate (although it was noted that it was still KGF CoM responsibility to ensure that users duly complied with regulation) these were agreed.

- b. **Hire charge rates:** the meeting considered a draft table of charge rates for the different category of users. It was agreed that all users, including regular users such as HAFC and LHSSC should effectively hire the premises and pay for the use although it was agreed that it was appropriate for them to receive a concessionary rate. It was agreed that the discount for residents of the villages should be 25% and for block bookings of 12 or more uses a 10% discount should be applied. It was noted that as these were uncharted territory it would be necessary to make sure that on balance the net income generated was sufficient to meet costs of insurance, power, heat, and other overheads as well as provide for future maintenance.
 - c. **Cleaning arrangements:** This was discussed at length and it was agreed that standards of cleaning had to be such that at all times the facility was able to be hired for childrens parties and exercise classes etc. as well as the regular bar and football uses. To this end it would be a necessity that after each use a cleaning sweep would be required, on top of cleaning undertaken by users, to ensure that standards were maintained at a top level. The relative costs of a cleaning company or direct or self-employed cleaners were studied and it was agreed that the external company route was likely to be more expensive and we would get less ownership of the cleaning task. LG noted that she knew someone in the village who had previously provided a cleaning service to various commercial premises and she offered to investigate further. This was agreed
 - d. **HSE guidance:** Guidance from the HSE relating to village and community premises were studied and it was agreed that as soon as the building was complete a full risk assessment would need to be undertaken which would then require to be ratified by the CoM and reviewed at least annually thereafter. LG agreed to organise.
 - e. **Booking system operation:** JM and BE noted that they had commenced drafting a processes etc. and also that a couple of residents had been approached to operate the booking system on an on-going basis. They are to meet to develop final procedures and processes for approval. BD requested that a hard copy printout of weekly bookings was made available to ensure the bar could be appropriately stocked.
8. **Draft constitution review and approval route:** This had been drafted by BE and it was noted and the meeting was asked to submit any comments to the Secretary prior to the AGM
9. **Arrangements for the AGM** to be held in November.
- a. **Format:** it was noted that regrettably it would not be possible to hold the AGM in the KGFC&SC as it was important that when the centre went on show it looked its best and despite John Varney's endeavours it would not be ready. LG promised to circulate an outline of what it was intended to mention at the AGM for comment and approval. It was noted that notice had been provided as required by the lease to all houses in the villages by inclusion in the Newsletter # 8

- b. **Documents to be prepared:** It was noted that there would be prepared an agenda and minutes of the last meeting would be available along with the approved accounts.
- c. **Voting mechanism:** This was not discussed and it seems likely that the same procedure as the prior year would be adopted.

10. **AOB:**

- a. BD handed a list of dates to the Secretary that had to be put into the booking system once it was in place.
- b. JM advised that she would not be standing for election at the AGM. It was noted that with Lyn Chandler having withdrawn when she moved out of the village this meant that there would be at least two vacancies for independent members of the CoM.

11. **Date of next meeting:** It was agreed that the meetings would remain 4 weekly for the time being but moved to Tuesdays. The next meeting was set for Tuesday 11 December 2018.

Signed as a true and correct record:



Liz Goodwin, Chair

Date: 11 December 2018