

# King George Field, Lower Heyford

## Committee of Management

**Date:** 22 January 2019

**Time:** 19:15 hours

**Where:** King George Community and Sports Centre

**Present:** Anthony Alder (AA) - Heyford Athletic Football Club, Brian Draper (BD) - Independent, Bruce Eggeling (BE) – Lower Heyford Parish Council, Terry Hawkins (TH) – Independent, Atlanta Kyte (AK) - Lower Heyford Village Hall Fund, Liz Goodwin (LG) – Independent – Chair, Donna Husband (DH) – Independent, Cheryl Pike (CP) – Lower Heyford Sports and Social Club, Alex Pook (AP) – Independent.

## MINUTES

### 1. Apologies for absence

Apologies were noted to have been received from Chris Daly and Lynn Humberstone.

### 2. Declaration of conflicts of interest

It was agreed that in view of the number of conflicts that a standard statement would be made at each meeting with any others noted as any relevant matters arise.

The following are noted until further advised:

- Lower Heyford Parish Council - Parish councillor: BE
- Lower Heyford Relief in Need Charity - Trustee: EG
- Heyford Athletic Football Club - Officers: AA and CP
- Lower Heyford Sports and Social Club - Officers: CP, AA, Members -All
- Lower Heyford Events Committee - Chair: TH
- Heyford WI – LH
- Lower Heyford Parochial Church Council – Chair: CD

### 3. Approval of minutes of the last meeting

The minutes of 11 December 2018 were approved and signed by the Chair

### 4. Reports from the sub committees

- a. **Finance** – CP reported that the rebuild project was on track to complete very slightly under budget taking account of voluntary labour although most of the final payments were slightly delayed. It was noted that the budget available for completion of the extended car park area was not known but would be a first priority of any fundraising if required. BE noted that praise had been given to KGF CoM by the Parish Council and EG reported that the LHRNC charity also had remarked its happiness at the fact that the project had been so successful and held to budget. Thanks were given to CP for all her efforts.
- b. **Construction** – The meeting noted that due to adverse health issues the completion of the project was now likely to be towards the end of February.

### 5. Risk Assessment

The meeting considered the risk assessment that had been carried out on 31 December by AA, AK, AP and EG. It was agreed to approve the document although it was noted that it would require to

be reconsidered as completion was reached to make sure all actions had been undertaken. The meeting noted that it believed that the building sign off by Building Control would signify what was the total number of persons able to use the premises under existing Fire Regulations. It was agreed to review the risk assessment at the next meetings of the CoM until all required actions are completed and then review no less often than annually.

#### **6. Formal approval of Constitution document**

The meeting formally approved and adopted the Constitution Document setting out the roles of the Trustees and the CoM. It was agreed that this should be put on the website.

It was further noted that there was a requirement to hold two Trustee meetings in each year. One would ordinarily be held to approve the accounts in October whilst the other should be an update in April.

CP was asked to arrange and EG to provide an update to the Trustees in March.

#### **7. Opening weekend planning**

The meeting considered a paper proposing a format for an Opening weekend around the May Day Fete.

It was agreed that as the principle objective was to get as many from the villages into the facility and onto the field the best plan was to hold the celebrations over the Saturday day, evening and the Sunday lunchtime of the May Day fete. It was agreed to hold a meeting on 29 January to prepare an outline plan and to get matters moving. BE to arrange.

#### **8. Booking process**

The meeting considered a number of issues that had been raised as a result of the first few bookings of the facilities. It was decided as follows:

- a. All bookings will be exclusive except by prior agreement directly between the booking parties;
- b. Parties where the celebrant is 15 -21 years of age may be held at the facility subject to the following terms:
  - i. Deposit to be held increased to £200;
  - ii. A stipulated ratio of responsible adults who must be physically present to celebrants agreed to in writing as part of the booking process;
- c. Bookings for children's parties when the celebrant is younger than 18 shall not be taken so as to end later than 20:30 (this to include cleaning up time);
- d. Quiz nights may be booked on the basis of 1 per month being usually the last Saturday of the month;
- e. Each of LH Sports and Social Club, LH Events Committee and Heyford Athletic Football Club may book up to 2 events per annum on a Saturday evening up to a maximum 6 months in advance;
- f. No bookings will be taken for Saturday evenings on shorter notice than 3 weeks. After this time any un-booked evenings will be declared 'free' for use by the LH Sports and Social Club as an open social available to all members (or their non-resident guests upon payment of membership).
- g. It to be a term of booking that under no circumstances should any alcohol other than that purchased at the bar should be consumed by any attendees either on the field or in the facility. In the event that this was found not to be being adhered to the event would be immediately terminated;
- h. It was noted that there required to be some conditions under which either party could cancel.

DH to draft and include the various changes in the letting agreement.

CP to monitor bar takings by week to measure the net return of open evenings cf. letting evenings.

BE to circularise the rates to CoM members so that it can be put on notice board.

**9. Facility cleaning**

The meeting noted that a village based cleaner had agreed to undertake any cleaning that was required. It further noted that it was necessary to have a standard format as to tables and chairs and their positions in which they were to be left clearly on display on the notice board. It was agreed that all users would be required to adhere to this as clearance would waste up to half an hour of cleaning time. DH/BE to draft standard.

**10. Memorandum of Understanding**

BE noted that he had not yet drafted the MoU as he wished to be certain which organisations should be covered. After discussion it was agreed that the LH Events Committee should be a party and BE to draft accordingly. Likewise the Events Committee should be formally into the CoM in its own right. This to be formally proposed at the next meeting along with appropriate arrangements for a replacement member independent of the bodies entitled to appoint a member of the CoM.

**11. Pool table**

AK reported that the presence of one was not likely to be an issue with those hiring the facility and that it should go ahead subject to disposal of some of the older furniture to avoid it being cluttered.

**12. Fencing : Canals & Rivers Trust**

EG reported she had written on the subject of the fence but had received no reply as yet.

**13. Notice Boards**

It was agreed that there should be two notice boards, one on the facility and the other on the layby on Freehold Street. AA to provide a price for 4 in total (2 for PC) and BE to ask PC for contribution for funding.

**14. Photo framing from last year's competition**

BE to provide photos to AK for framing.

**15. AOB**

- a. CP had received booking form for election in the Centre. DH to handle.
- b. CP had received renewal quote for insurance. BE to investigate covering all insurable risks of Events, SSC and KGF under one policy.

**16. Date of next meeting :**

This was fixed at 5 March 2019 at 19:15 hrs in the Centre.

**Signed as a true and correct record:**



**Liz Goodwin, Chair**

**Date: 5 March 2019**