

Titchmarsh Playing Field Association

Minutes of the Committee Meeting

9 April 2009

Those present: Gina Gaskin [Chair] Mel Chapman Ian Curtis Derek Ellis Mark Noakes Rob Jones Debbie Stephenson

Apologies: Richard Roe Hannah Garnham Paul Milner Natalie Beer

cc: Emma Meen Sylvia Prestwich Phil Garnham

Action

1 Minutes of previous meeting

The minutes of the previous meeting were agreed with one amendment: the amount of expenses paid to Ian Curtis was omitted. The figure was £35.79.

Proposed DE: seconded MC.

2 Matters arising

None, other than those already on the agenda.

3 Financial update

3.1 MC reported the balances at 31 March 09 as follows: Tracker £2652.92; Current - number 1 £2654.92; number 2 £9830.69.

3.2 MC reported that the income from all hirings, including both field and pavilion over the past six months had been £1920.

3.3 The accounts are now managed on-line.

3.4 ENC has allowed 100% discretionary rate relief so no rates are payable on the pavilion. MC

3.5 RJ asked if we were fully covered for contents, public liability and employee liability insurance. He agreed to research to see if all elements could be covered under one policy. RJ

3.6 The following payments were authorised:

- National Playing Fields Association: £35 [annual sub.]
- D Ellis: £24.98 [hose]
- M Chapman: £19.68 [keys and fobs]
- G Gaskin: £50 [PFA affiliation fee to Athletics Association]

4 Correspondence

4.1 The Youth Club has requested to use the field on three evenings over the summer. The request was acceded to. GG to communicate decision. GG

5 Health and Safety

5.1 MN reported no issues of concern other than the rather exposed nature of the electricity supply box. IC stated that the wall was to be strengthened in the week beginning 12 April. MN agreed to make a further risk assessment after the work had been carried out.. MN

5.2 The Health and Safety file for the pavilion is now complete.

6 Fund raising

6.1 *The 10K Race:*

- To date only 35 runners have registered.
- GG has obtained the relevant permits and road closure notice.
- S Curtis has been asked to organise the medals and trophies.
- Posters advertising the race are to be distributed at a race at Weldon. RJ
- Because of the change in responsibilities, it is now necessary for organisations to provide their own cones and road closure notices. GG will talk to other village organisations regarding the possibility of sharing the use and cost of these items. GG
- K Shapland is arranging to meet all stewards prior to the event.
- The post-race celebrations will take place at GG's house or – if the weather is bad – at the pavilion.
- All other arrangements are on schedule.

Midsummer Music

6.2 ● So far 72 tickets have been sold and requests made for 8 gazebos. MN

● D Walpole is to be asked if he will organise the bar once again.

● The school has agreed for their field to be used again this year but asked that the county's no smoking ban be strictly enforced. The committee is to look at providing a IC

smoking area off the field.

- Both groups have now been booked: Cool Jazz will play up to 9pm and TNA from 9 to 11pm. The evening will be rounded off by a disco.

Pavilion cinema

6.3 RJ reported on his research into setting up a series of film evenings in the pavilion.

- The firm he has contacted will provide the film and all necessary equipment.
- The cost is £80 plus a 50% share of the entry price. All other takings [eg. refreshments] generate profits for the hosts only.
- The films are generally about six months post release and can be targeted at specific groups eg. children, seniors.

RJ was asked to progress the proposal further. It was agreed that the best time to start would be in the autumn.

RJ

7 Developments

7.1 Pavilion

- J Hunter is to carry out the following in the week beginning 12 April: laying a line of slabs in front of the pavilion; constructing a wall for players to sit on when cleaning their boots; and re-erecting the basketball post.
- IC to discuss with JH the possibility of re-levelling the area of the old pavilion.
- MC and DE agreed to meet with JH to sort out the final snagging tasks.

IC

MC/DE

7.2 Improvements to play area.

- DS and RJ tabled a number of suggestions for improving the play area. These included new equipment and a new seat. The ideas were welcomed and they were tasked to prepare a list of priorities and to make a preliminary application for funding.

DS/RJ

8 Pitches

- A response is awaited from the county FA regarding the quote for levelling the top pitch.

9 Management Group

The group has met and the following decisions made:

- During functions in the community room, toilet access will be made available to the officials' rooms but not the team changing rooms.
- Hiring rates for commercial users are to be £10 per hour.
- Hirers will be expected to apply for their own temporary events licenses.
- Curtains have been purchased for the community room and GG is looking for further suitable pictures to be hung in the room.
- There is a need for a 'coats' notice to be placed on the inner storeroom door.

GG/DE

IC

10 AOB

10.1 The key code on the gate has been changed by some unknown person. MC to attempt to re-code.

MC

10.2 Away teams are finding it difficult to locate the playing field. Can we look at providing a signpost off the High Street?

May agenda

10.3 Given the difficulty some members are having making meetings on a Thursday evening can we find another evening?

May agenda

10.4 Do we now need to look again at the future of the 10k race?

May agenda

Next meeting: 7.30 pm Wednesday 13 May at the pavilion.