

Titchmarsh Playing Field Association

Minutes of the Committee Meeting

8 January 2009

Those present: Gina Gaskin [Chair] Mel Chapman Ian Curtis Derek Ellis Mark Noakes
 Apologies: Natalie Beer Richard Roe Hannah Garnham Rob Jones Paul Milner
 Dave Walpole

cc: Emma Meen Sylvia Prestwich Phil Garnham

Action

- 1 **Minutes of previous meeting**
 The minutes of the previous meeting were agreed. Proposed DE: seconded MC.

- 2 **Matters arising**
 - 2.1 None, other than those already on the agenda.

- 3 **Financial update**
 - 3.1 MC reported the balances as follows: Tracker £2616.39; Current - number 1 £2062.38; number 2 £6001.10.
 - 3.2 There were no payments to authorise.
 - 3.3 MC reported that there was only one team in default of paying their most recent invoices but he was confident that the amount would be settled soon. A discussion was held regarding a minimum hire charge. It was decided to review this at the AGM when there will be more data on the number of hirings etc.
 - 3.4 It was decided not to purchase a strimmer at this time. GG agreed to talk to the contractor responsible for cutting the grass to establish the new cutting regime now that the pavilion and surrounding area are almost finished. GG
 - 3.5 IC reported that the auditor had agreed the NO. 2 accounts and a summary was being sent off to the Football Foundation's accountants. The final claim has now been made and, when all the invoices have been settled, the account will be closed.

- 4 **Correspondence**
 - 4.1 Letter from a local resident has been received suggesting that a hard surface be put down leading to the play area, making it more accessible in the winter. The resident is to be invited to the next meeting. GG

- 5 **Health and Safety**
 - 5.1 MN reported that he had carried out an inspection and found no issues of concern.
 - 5.2 MN has undertaken a risk assessment of the new pavilion and presented his findings to the committee. He will email copies to all members. MN

- 6 **Fund raising**
 - 6.1 MC is organising a whist drive for 23rd January. This is not seen as a money raiser but an opportunity to engage more people – especially senior members of the village – in community activities. MC
 - 6.2 **The 10K Race:**
 - The major concern remains the lack of a named race organiser. GG urged all members to think about taking on the role which should be carried out by a member of the committee. All
 - The preliminary tasks involved in the race have already been completed on schedule.

- SP has canvassed ideas regarding the future organisation of the race and is collating responses. One issue, that of refreshments, was discussed, and it was decided to retain the arrangement as in previous years.

7 **Developments**

7.1 **Pavilion**

- heating remains a problem although the provision of additional fan heaters appears to help keep the community room warmer. The Management Group is to consider further acquisitions.
- two lights are failing; one in the hall another in the corridor. JH to be notified.
- the contractor for the demolition of the old pavilion is to be asked to provide a method statement.
- the design of the boot cleaning wall was agreed and MC is seeking quotations for the work.

Management
Group

IC

IC

MC

7.2 **Development Plan**

- Individual members reported back on progress in the various sections for which they have assumed responsibility. Progress has been good overall, but more action is desirable in a couple of areas. The best indicators of progress have been the success of the teams using the facilities – not only on the field but also in recruitment – and the increases in income. IC to update the plan and submit it to the Football Foundation.

IC

8 **Pitches**

- Nothing further to report on levelling the second pitch.
- Mole damage remains a major concern. MN to contact BJ for advice

MN

9 **Management Group**

- MC has contacted a professional cleaning company to cost a once-monthly cleaning schedule.
- It was decided to provide two coat stands in the community room and, if these proved inadequate, to put up coat hooks in the room as well.
- The provision of towel dispensers and toilet roll holders is being addressed.

MC

10 **AOB**

10.1 DE reported that Church Schools would not be using the car park during the remaining road works near their premises. They are of the view that there is sufficient roadside parking.

GG

10.2 The Christmas tree is to be taken down at 9.30 on 10 January.

Next meeting: 7.30 pm Thursday 5 February at the pavilion.