



Titchmarsh Playing Field Committee

www.titchmarsh.info e-mail: playingfield@titchmarsh.info



Minutes from Committee Meeting

10th June 2004

Those present: Caroline Thompson Derek Ellis Rob Jones Gina Gaskin
Phil Garnham Mel Chapman Dave Walpole Stephen Brown
Apologies: Richard Roe Paul Milner Anne Swift Kevin Shapland
Cc: Jane Teague Sylvia Prestwich

ACTION

1. Parish Council Incorporation

1.1 Charitable Status

Charity Commission need sight of lease documents to decide whether it is in order to convey trusteeship to PC. Note – Playing Fields does not currently have charitable status.

Info to be sent to: Small Charities Unit, Charities Commission, 2nd Floor, 20 Kings Parade, Queen's Dock, Liverpool, L3 4DQ (tel 0870 3330123).

PM/CT

1.2 Finances

Float of £ 500 to be held in an 'Event Account' with balance to be maintained with PC.

DE

1.3 Meetings/Minutes

Title to change to Titchmarsh Playing Field Committee – alter letterheads, etc.

PM

Meetings need to be in public place but not a public house – does not have to be mentioned on minutes.

Committee

Minutes to be with Jane Teague before third Thursday of each month – ie 1 week after meeting – for incorporation into PC papers.

PM

1.4 Insurance

PC looking to take this on. Current Playing Field cover is for public liability only; equipment cover will be reviewed after risk assessment (below).

Committee

1.5 Health & Safety

PC have delegated H&S responsibilities for managing Playing Field to PF Committee. Risk Assessment of facilities to be carried out.

SB

1.6 Grass Cutting

Quote from PC contractors is £ 242 + VAT per cut or £ 3637 + VAT for 15 cuts. Existing contact with Howard Boswell to be retained.

2. Fund Raising

2.1 Easter Quiz Sheet

Expected to raise c.£ 90 – final figures to be available for next meeting

MC

- 2.2 **Family Sports Day / Tug of War Competition - 4th July**
EVENT POSTPONED - NEW DATE OF 12TH SEPT TO BE DISCUSSED **ALL**
AT NEXT MEETING
 Is Fairground available? **CT**
 New alcohol licence to be applied for **PM**
- 2.3 **Autumn Dance (Sat 9th October)**
 Reminder via Titchmarsh Times of date nearer the time. **CT**
 Event to be 70s/80s Disco theme - investigate Disco options (Bill Burton?) **GG**
- 2.4 **Titchmarsh Fete (Sat 12th June 2004)**
 Roles and responsibilities for day allocated.
 BBQ pricing agreed.
 'Lessons learned' session to be incorporated at next meeting. **ALL**
- 2.5 **Sponsored Weight-loss**
 Weigh-in delayed until next meeting
3. **Funds Update**
 Balance standing at £ 3899 before any benefit from the Fete.
4. **New Pavilion**
- 4.1 **Lease**
 Merchant Venturers have re-requested details of our (PC's) solicitors to **CT**
 progress lease extension - already sent; check now in receipt of info.
- 4.2 **Sub-committee**
 Further meeting required to cover points on Architect certificate and other **MC/DE/**
 outstanding matters. **PM/KS/**
DW/RR
5. **AOB**
- 5.1 **Changing Facilities** **RJ**
 TTJFC to be contacted regarding state they are leaving changing rooms.

Next monthly meeting: 8pm, Thursday 8th July