

Withiel Playing Fields Association

**Minutes for the
Withiel Playing Fields Association
held in Withiel Village Hall at 7.30 pm on
Monday 22nd July 2019**

Meeting opened with the Chairman, Tony Liddicoat, in the Chair

1. Apologies: Anne Martyn and Barbara Varcoe
2. Minutes of the meeting held on Monday 20th May 2019 – **Agreed**
3. Health & Safety Issues and Risk Assessments – Nigel Liddicoat updated the meeting on actions and status:
 1. User responsibility letter updated
 2. Scheduled periodic Health & Safety checks now taking place
 3. Risk assessments written. **Read and accepted by the committee.**
 4. Action plan addressing prioritised items implemented
 1. Decided not to mark up car park due to varying vehicle sizes, SUVs, vans etc. but 5mph speed limit signs put up.
 2. Lighting requirements identified, including operation of car park lights. See new user manual.
 3. Path to playground to be installed before winter, to address identified slip hazard. **Action: Nigel and Christopher**
 4. Safety legislation now on separate board to prevent it being obscured.
 5. Building electrical test completed, but with issues. **Action: Stephen to contact Ross Hodges to follow up significant issues and close out. Committee approved required funds to address any such items. Tony Liddicoat to chase up issue with digital lights.** Tony has spoken after the meeting to the installer, who is currently working up country. He will inspect the items on his return.
 6. PAT test of all electrical items undertaken. One failure identified and removed.
 7. Service plan in place for the boiler.
 8. Confirmed with original builder that there is no asbestos in the building.
 9. Fire Brigade recommendations checked
 10. LPG tank protection barriers installed to remove potential hazard. Field drop off points still to be addressed. **Action: Nigel and Christopher.**
 11. Health and Safety and fire signage has been erected around the building.
 12. CO Monitor fitted in the kitchen to detect any CO leaks from the newly installed boiler.
 13. Emergency lights checked and only 1 was found to be operating correctly. This will be picked up within the planned fire system upgrade.

Withiel Playing Fields Association

The Chairman expressed his thanks of behalf of the committee for all the hard work that Nigel Liddicoat and Christopher Rickard had undertaken in such a short time to address identified issues.

4. Fire Safety Training arranged by Nigel for Monday 29th July 2019 from 10am to 12:00 for up to ten people. Attendees: Nigel, Christopher, Tony, Stephen, Christine and one other to be nominated by Christine from the pantomime team.
5. Insurance Matters – Stephen.
 1. Trustee and Committee member insurance declaration signed and returned for retention as proof of meeting our insurance undertakings. **Action: Stephen to chase up return from Barbara Varcoe**
 2. An outline was given as to who is covered under our liability insurance and that the committee should be issuing a document to all Hirers' summarising this cover, so that Hirers' can ensure that they have the correct cover.
Action: Stephen to liaise with Tony to get copies issued to all Hirers'.
Christine requested a copy to be sent to her. Action : Stephen
 3. Margaret raised a separate point that our Insurance certificate had been removed from the notice board. It was confirmed by Nigel that this had been moved to the separate Health & Safety notice board.

Not covered in the meeting, but Stephen to arrange for a laminated copy of the Hirers' Public Liability Summary of Cover to be pinned to the Health & Safety board, with Nigel's approval.
6. Chairman's report – No additional items to raise.
7. Treasurers Report: The Treasurer gave the balance of the current account as at the 25th June as £3,083.92 and the reserve account as £4,389.65 as at 3rd May.

It was noted that within these balances were grants received for development of the Hall, £2,000 and replacement of the Hall curtains £2,500?

8. Projects
 - 8.1 Hall extension project – The Chairman raised the point that with current rectification of Health & Safety and Fire issues he felt this project should be deferred until next year.

Also, in the light of the fact that the Committee was divided on the benefits and necessity of a major redevelopment, perhaps a more restricted redevelopment should be considered to include better access to the disabled toilet and modernisation of the kitchen.

Withiel Playing Fields Association

It was noted that a £2000 grant has been received towards plans to redevelop the Hall and that this may need to be returned by the end of the year if no progress can be shown.

Action: Stephen to write a pre-emptive letter to the grant provider, advising them of our situation, and seeking their support in having this grant money used towards a reduced development of the site to include improved disabled toilet access next year.

8.2 Sound System. Christine Wilson advised the meeting that the review is on-going.

8.3 Hall Curtains. Janet Shearer advised that the curtains are due to be installed next week.

8.4 Wild Flower Meadow. Amelia updated the meeting.

Seeds have been sown and it has been agreed with Bridget Rundle that planting of the plugs will take place as part of the September Flower Show.

It was noted that preparation work including tree lopping, hedge cutting and grass scalping should take place before the planting. Objections were raised by Roy Dunstan and Michael Liddicoat stating the Tree lopping and hedge cutting should be left until January or February to protect the trees from disease and enable the birds to feed.

Action: Amelia to liaise with Tony

8.5 Playing Area Equipment. Nigel led a discussion around the long and short-term plans for the Playing Area.

It was agreed that with some minor preventative maintenance the playing equipment could be made to last a further 3-4 years at which point a full replacement should be considered.

Action: Tony, Stephen, Nigel and Christopher to develop a plan for committee approval.

8.6 Hire Rates. These have been traditionally updated annually at the AGM, according to the Chairman, but have not been updated for about 9 years.

Proposed to check local rates to see if the current hall rates need revising.

Action: Roy Dunstan to review local rates and report back to the next meeting.

Withiel Playing Fields Association

8.7 Heating System – Stephen

Nigel had discovered that one of the heating units was leaking coolant and had dropped slightly. This kicked off a review of the heating system, as we had already spent over £4,000 on repairs in the prior year.

Including its installation in 2015, Margaret's analysis shows that we have spent £14,457 on the system and it would appear that further repairs will be required in the near future.

A local heating installer was found by Nigel and visited the site and carried out an inspection of the system and issued a report free of charge.

The upshot of his report was he felt there were some significant shortcomings with our installation and that the unit failures that we had paid for, would in his opinion, have been covered by Panasonic under warranty.

To take this matter forward, the installer suggested that we contact the original installer's wholesaler, requesting their support in securing a Panasonic engineers site visit.

Stephen has written a letter to the wholesaler outlining the situation, explaining that we have not gone back to the original installer, as they categorically stated that the faults were not due to their installation.

If this approach proves unsuccessful we can either approach Panasonic directly, contact the local trading standards officer, or the local installer has agreed to take the matter up on our behalf.

8.8 Fire Alarm System rectification and upgrade.

The current fire system is ageing and certain elements such as emergency lighting and lack of disabled toilet alarm make it no longer fit for purpose.

Quotes have been received to upgrade the fire system to current standards and also enhance it to address larger functions such as the annual pantomime and Hunt ball.

A section 106 grant has been sought and approved for the above, in the sum of £4,450 to include Health & Safety improvements.

The Committee agreed to progress these issues.

Action: Tony, Nigel and Stephen to review the quotes received on a like for like basis and appoint a contractor to undertake the work.

Withiel Playing Fields Association

9. Any Other Business.

9.1 Actions from the previous meeting.

1. Village Hall Manual created. Thanks to Christine for laminating.
2. Repayment of double paid bill – July repayment received after the meeting.
3. Window cleaning – revised to quarterly at £33 per clean
4. Electric Supply – Switched to Bulb from EDF with projected saving of approximately £400 per year.

9.2 Caretaker Position – Nigel outlined the need to establish a job spec for the position of caretaker as this now includes compliance issue checks as well as cleaning and grounds maintenance.

Action: Nigel to put a job spec together for review at the next meeting

9.3 A cleaned Income and Expenditure, as requested by Nigel at the previous meeting– Stephen walked the Committee through a revised analysis of the February 2019 accounts, in which non-recurring and prior year items were removed to show a realistic revenue and cost position. This showed an annual loss of approximately £900.

This brings into focus both the current Hall rates and utilisation.

9.4 Charity Commission News. This was circulated electronically to those members with email prior to the meeting, however they were unable to read the document.

Action: Christine said she would send a revised link that works. Stephen to circulate to the committee.

9.5 Christine raised the point that there should be a declaration of interest item on the agenda following Apologies and that committee members with such an interest, should declare it at this point and leave the room during the discussion of the item.

Action: Stephen to add to the agenda of future meetings

9.6 Camhayle Theatre Company – Margaret outlined her proposed options for a Theatre company evening and agreed to underwrite the £200 cost should that be necessary.

It was agreed that the Committee would support this event helping to sell tickets and on the night.

The event is scheduled for the evening of Tuesday 3rd September.

9.7 Village Hall website. Christine advised the meeting that a Village Hall website was currently under construction and over time it would need populating with content, to include a diary of events and bookings.

Withiel Playing Fields Association

Christine expressed a wish that this should be one of the Committee's future projects.

10. Date of next meeting Monday 16th September 2019, 7:30pm in the Village Hall.