

**SPORTS PAVILION AND FIELD TRUSTEE, ROTHERFIELD PEPPARD : MEETING MINUTES**  
 Trustees were summoned to attend the Sports Pavilion and Field Trustee Meeting which was held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard on Monday 8<sup>th</sup> October 2018, 7.00 pm.

Attendees	Cllr Wood, Cllr Crouch, Cllr Rowland, Cllr Berger, Cllr Hall, Cllr Treacher, Cllr Freeman, Clerk (JA), Press (CM)
1.	<b>Apologies:</b> None
2.	<b>Declarations:</b> None.
3.	<b>Minutes of 10<sup>th</sup> September 2018</b> – The minutes for 10/09/18 were discussed and approved as a true and correct record of the meeting.
4.	<p><b>Update on the Refurbishment and Expansion of the Peppard Pavilion:</b></p> <ol style="list-style-type: none"> <li>1. The proposal to retrospectively approve the instruction of Hewetts solicitors for the legalities for the verbally approved loan of £50,000 was agreed with all in favour.</li> <li>2. The proposal to agree the funding letter (type2) to be sent out to potential donors was discussed and an agreement to send out in principle with the final draft to be sent via email for full agreement. Cllrs Treacher and Crouch are to finalise wording in the letter to be sent out. This letter was agreed in principle to be sent out to 10-20 local benefactors including local companies. Cllr Berger suggested a letter in the Peppard News in Dec/Jan and it was agreed this should form an editorial and a double-sided leaflet which includes Gift-aid. Cllr Hall agreed to write the Editorial and leaflet and this was agreed unanimously.</li> <li>3. The proposal to agree Clerks Gift Aid letter in order to claim Gift-aid was agreed unanimously.</li> <li>4. The Proposal to accept the SPF Charity Constitution was moved to 12/11/18 as there was a spelling mistake and there needs to be the ability to make changes within the trustees. Cllr Crouch will review and send to all Councillors prior to the November meeting.</li> <li>5. The proposal to install CCTV system at an estimated cost of £1500 was agreed unanimously.</li> <li>6. The proposal to confirm installation and procurement of a Defibrillator at an estimated cost £1000 was agreed unanimously.</li> <li>7. The proposal for Clerk to sign approvals and paperwork for Loans and Grants was agreed unanimously.</li> </ol>
5.	<p><b>Update of Finances:</b></p> <p>Loan for £50,000 has been verbally approved and is going through the legal procedures.</p>
6.	<p><b>Confirmation of the Lease agreement:</b></p> <p>Both RPPC and PSRCC have signed the copy and are awaiting PSRCC to sign the smaller document as part of the final version. Blandy and Blandy are backdating this to 1<sup>st</sup> April 2018 as agreed. This should all be finalised by 18/10/18</p>

Meeting closed at 19:42

*Public and press are welcome to attend. For the purpose of accurate Minute taking, this meeting will be recorded. The recording will be deleted once the Minutes have been approved – usually at the next Council meeting.*