

SPORTS PAVILION AND FIELD, ROTHERFIELD PEPPARD

Minutes of the Sports Pavilion and Field, Rotherfield Peppard Charity (No, 801262)
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Monday 9^h March 2015 at 7:30 pm

Present:

Councillors: Barry Wood (Chairman) (BW) Terry Ryan (TR)
Tony Cotton (Vice Chair) (TC) Hadley Cooper (HC)
Fiona Berry (FB) Simon Crouch (SC)
Valerie Ross (VR) Veronica Treacher (VT)

Clerk: Linda Collison (LC)

Press: Connor McLoughlin

Members of Public: 0

Key: "The Charity" = The Sports Pavilion and Field, Rotherfield Peppard Charity

1 Apologies:

Apologies from Councillor Flett were received prior to the meeting were accepted.

2 Member's declaration of Pecuniary Interests:

None.

3 Minutes:

It was resolved unanimously that the Minutes of the Trustee Meetings held on Monday 12th January 2015 and Monday 16th February 2015 be signed as a true record of the meeting.

4 Finance

Charity Accounts 2014-15:

The 2014-15 year to date Charity Accounts shown in Appendix (1) were reviewed and agreed. TC explained that the main area of concern was the low hiring income.

CAF Bank Account Bank Signatories

LC explained that there were currently 3 authorised signatories with the CAF Bank, but that the parish Council (ie the Trustee) was only able to contact two of the signatories. The CAF Bank, therefore required :

A letter signed by the Parish Council confirming the situation
A copy of the minutes documenting this decision
Confirmation in writing of the new bank signatories.

It was proposed by BW, seconded by TR and agreed unanimously that a letter should be sent to the CAF Bank confirming that the CAF authorising signature should be Councillors:

Barry Wood, Anthony Cotton,
Fiona Berry, Terry Ryan,
Leeanne Flett, Valerie Ross,
Simon Crouch Veronica Treacher.

A copy of these minutes should accompany the letter and the Bank Mandate with signatures.

5 RPPC member responsible for Pavilion

It was proposed by SC and seconded by BW and agreed unanimously that SC should be responsible to the management of the Pavilion. In this role, SC will manage the work needed (where approved by Trustee) and working with the Clerk to arrange the necessary resources to undertake the work.

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6 Pavilion Maintenance

- **Immediate actions to be funded by the Charity**

It was proposed by SC, seconded by BW and agreed unanimously for the following activities to be undertaken as soon as possible and funded by the Charity:

1. Erection of Notice Board (cost up to £100 + VAT)
2. New locks (and keys) for pavilion back door (cost to £150 + VAT)
3. Repair toilet flooring (cost to be confirmed – up to £200 + VAT)
4. Install curtains in Pavilion (cost to be confirmed – up to £200 + VAT)
Members thanked the Clerk's brother for donating 6 full length curtains for the pavilion.
BW to donate curtain poles if they fit.
5. Power and Wiring Schematic map (cost up to £250 + VAT)
6. Repair Loft hatch (cost up to £250 + VAT)
7. WiFi in the pavilion (details and costs previously circulated to members):
 - Year 1 £761 + VAT - includes connection / set up)
 - Year 2 onwards £636 + VAT
8. Ceiling projector – note a projector (to £350 incl VAT) has already been approved.

- **Immediate actions to be funded by RPPC**

It was proposed by SC, seconded by BW and agreed unanimously for the following activity to be undertaken as soon as possible and funded by RPPC:

1. Spring Clean of the Pavilion (cost to be confirmed – up to £300 + VAT)

- **Items to be investigated further for approval at next Trustee meeting**

It was agreed that the following items needed further investigation for approval at the next trustee meeting:

1. Replacement Glass windows & Doors
2. Repair parking area
3. Wall screen for ceiling monitor.
4. Security boxing/cabinets as needed for the WiFi.

BW reported that the owners of Dormers had agreed to pay to repair the drive way to pavilion caused by their builders.

TR confirmed he would like to re-join the Pavilion Management Committee.

7 Electricity for the Pavilion

At the RPPC meeting on Monday 16th February 2015 it was agreed that RPPC should switch electricity suppliers to a 3-yr contract with **E-On**, as it provided the lowest rate - static for 3 years. However when the Clerk called to arrange this with switch-my-business:

1. It was explained that both contracts had to be transferred on the same day and as the contracts expire on 2 different days - one on 30th March, the other on 31st March- one would have to have 1 day on British Gas default (higher) value.
2. They needed to run a credit check on the Clerk.

As a result, the Clerk renegotiated with British Gas and obtained lower rates (including credit for £170) and in consultation with the Chairman, accepted this cheaper deal with British Gas.

Members unanimously retrospectively agreed this decision.

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Appendix 1- 2014-15 year to date Charity Accounts

Charity Accounts as at 9th March 2015

2014-15 Cash Book Summary		
Csh Book at 31/03/2014		13,214.57
Receipts to 9/03/2015		
Cricket	841.68	
Football (2012-13)	500.00	
Hearns	605.00	
Kinder Musik	180.00	
RPPC	210.00	
Other Hiring	160.00	
Interest	15.87	2,512.55
Payments		
Painting Benches	-41.98	
Flood lights for pavilion	-311.00	-352.98
Cash Book at 9/03/2015		15,374.14
Bank Reconciliation as at 9 th March 2015		
Cash Book at 9/03/2015		15,374.14
Bank Balance at 9/03/2015		15,685.14
Difference		-311.00
Owed to RPPC for floodlights, to be paid when nominated account is set to unity Trust.		

Savings (M&G) :	
23 units - value at 30-9-14	4,290.67

2014-15 Costs paid by RPPC		
	Last Year	This Year
Insurance	389.51	415.17
Water Rates	170.65	150.73
Electricity	2,120.46	1,684.50
Dog Bin Emptying	103.45	62.79
Electrical Work	1,104.25	0.00
Cleaning Pavilion	332.69	17.02
Maintenance	32.85	591.90
Flood lights (to be claimed from Charity)		311.00
	4,253.86	3,233.11

Maintenance		
Description	Ref #	Amount
Keys cut	15-166	51.00
Electrical from inspection	15-170	349.00
Fire Ext Check	15-211	49.40
Inv Books	15-251	47.50
Mouse in pavilion	15-240	90.00
Glass for Windows	15-304	5.00
	TOTAL	591.90