

# QUEEN ELIZABETH II PLAYING FIELD CHILD OKEFORD CHARITABLE TRUST

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## TRUST MINUTES

Minutes of the Ordinary Meeting of the Trustees held on Monday, 04 September 2017 held in the Community Centre immediately following the Parish Council Ordinary Meeting

### 28 Attendance and approval of Apologies for Absence

**Present:** Councillors: Baird (Chairman); Blake; Chetwode; Holdeman; Smith; Giles; Jespersen

29 **In attendance:** Debra Holland (Clerk to the Trust). There were no members of the public present.

30 **To receive apologies for absence:** Cllrs: Rudd (Chairman); Hepburn

31 **To receive Declarations of Interest**  
There were no declarations of interest

32 **Confirm minutes of the previous meeting held on 03 July 2017**  
The minutes were approved as a correct record.  
**Proposed: Cllr Baird**  
**Seconded: Cllr Jespersen**

33 **To discuss matters arising from the previous minutes**  
There were no matters arising

### 34 Finance

#### 34.1 Financial Regulations

It was agreed to adopt the amended Financial Regulations as set out for the Parish Council

**Proposed: Cllr Jespersen**  
**Seconded: Cllr Baird**

#### 34.2 Payments Schedule

The payments schedule was approved

**Proposed: Cllr Jespersen**  
**Seconded: Cllr Blake**

**35 Standing Orders**

It was agreed to adopt the amended Standing Orders as set out for the Parish Council

**Proposed: Cllr Blake**

**Seconded: Cllr Chetwode**

**36 Playing Field and Maintenance**

**36.1 Groundsman's annual review checklist**

The document produced by the Clerk was discussed and with one addition it was approved.

**36.2 Hedge Cutting**

Further to the quotation received from the new Groundsman to cut the hedges, it was agreed to wait until the usual contractor had been. The area left would be considered for separate consideration and costing.

**ACTION:** Clerk to write to groundsman to put a hold on current quote.

**36.3 Gang Mower**

The groundsman had reported to the Clerk that a breakage had occurred to the gang mower rendering it unfixable as the wheel had come off and the axle was broken. Cllr Smith to look into the original purchase date of the mower and the cost of a new mower.

**36.4 Play Area**

Cllr Blake reported that the tiles were lifting in the play area and advised the Trustees that he would purchase a suitable sealant and repair them.

**36.5 Groundsman Inspection Reports**

The inspection reports were acknowledged

**36.6 Trees**

In view of the difficulty mowing beneath the trees in the recreation ground the Clerk was asked to research what height from the ground branches should be and whether this is different for trees with a TPO in force.

**ACTION:** Clerk to investigate with Tree Officer

**37 CORGI (Child Okeford Recreation Ground Improvements)**

**37.1 Community Centre Architect Drawings**

Cllr Baird presented the preliminary drawings to show how the existing building could look with the modifications. Cllr Baird asked if there was any objection to sharing these plans at the Welcome Day in October; there was no objection. After the concept plans were presented to Trustees a favourable opinion was formed. It was agreed to put the plans to pre-planning.

**ACTION:** Chairman to apply for permission from Fields in Trust

**37.2 Steering Group (to decide the remit and terms of reference)**

**ACTION:** Cllrs Baird and Smith will provide draft remit and terms of reference for the Steering Group and Trustees will make a decision at the next meeting.

**38 Community Centre**

**38.1 Management Committee**

Cllr Baird informed the meeting of the planned resignation of the existing Management Committee in the Spring. A discussion will be held later in the year about how best to go forward.

**38.2 Car Park**

Following an enquiry received by Cllr Baird in relation to repainting the white lines in the car park, the Trustees felt that this was unnecessary but acknowledged the sense in providing a designated parking space for disabled driver badge holders.

**Proposed: Cllr Giles**

**Seconded: Cllr Jespersen**

**ACTION:** Clerk to look into the supply of appropriate signage and organise its purchase and installation.

**39 Matters of Interest**

Cllr Baird had researched a number of notice board suppliers and discovered that the cost is comparable no matter where it is sourced. It had already been established that a notice board is required situate at the Community Centre, it was just the type and where to site it. The Trustees wanted it recorded that this should be a dedicated notice board to Trust matters only. It was also agreed that to make this more obvious, an engraved header should also be purchased detailing the logo of the Queen Elizabeth II Playing Fields Trust.

It was agreed to purchase a notice board dedicated to the Trust and site it at the entrance to the car park of the Community Centre and that its material should be metal as it is more serviceable and should sport green livery.

**Proposed: Cllr Giles**

**Seconded: Cllr Baird**

**ACTION:** Cllr Baird to provide firm quote for proposed notice board.

The Chairman declared the meeting closed at 10.22 p.m.

Signed .....Date:.....

**Please note that the foregoing do not become minutes until approved by Trustees and signed to that effect by the Presiding Chairman at the next meeting**