

# QUEEN ELIZABETH II PLAYING FIELD CHILD OKEFORD CHARITABLE TRUST

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## TRUST MINUTES

Minutes of a meeting of the Queen Elizabeth II Playing Field Child Okeford, Charitable Trust held on Monday, 08 May 2017 in the Community Centre, Child Okeford at 9.00 pm.

### 1. Attendance and apologies for absence

**Present:** K. Baird (Chairman), P. Blake, J. Chetwode, M. Giles, M. Hepburn, S. Holdeman, S. Jespersen, R. Smith

**In attendance:** D. Holland (Parish Clerk)

**Apologies received from:** M Rudd

### 2. Confirmation of the minutes of the previous meeting

Minute no. 7 was deleted completely because it duplicates Minute No 5. With this amendment the minutes were agreed and signed as a true record.

Proposed: S. Jespersen

Seconded: J. Chetwode

### 3. Matters arising from the previous minutes.

None

### 4. Budget and funding

a) Bank account. It was agreed to authorise the Parish Clerk to open a bank account for the Trust as soon as practicable.

Money already raised through fundraising initiatives will be paid into this account as soon as it is open.

The Parish Clerk will maintain appropriate income and expenditure financial records and accounts for the Trust account.

Proposed: S. Jespersen

Seconded: P. Blake

b) Budget. The expenditure budget for the year 2017/18 was agreed.

It was noted that insurance is covered by the Parish council insurance policy.

Proposed: S. Jespersen

Seconded: K. Baird

- c) Funding from the Parish Council. It was agreed that the Clerk should formally request the payment of the sum of £3,280 from the Parish Council, this being the allocation from Parish Council funds agreed to meet the Trust expenditure for the financial year 2017/18. This money to be paid into the Trust's newly opened bank account.

Proposed: S. Jespersen

Seconded: P. Blake

- d) Paying funds into the Trust bank account. It was agreed that the Clerk should hold the paying in book for the Trust account and be responsible for keeping appropriate records and providing periodic reports to the Trustees.

Proposed: K. Baird

Seconded: S. Jespersen

## **5. Child Okeford Recreation Ground Improvements (CORGI) Project**

- a) Picnic Benches. The new picnic benches are in place. These were paid for by the Community Centre from funding given by the 2016 Hey Day Committee.

- b) External electricity socket. This has been requested by the Hey Day Committee for the 2017 event. It was agreed that this work should go ahead, up to a cost of £105. This will be paid for from the 2016 Hey Day funding.

Proposed: M Giles

Seconded: K. Baird

- c) Outside Tap. The Community Centre Management Committee will be asked to get a quote for installing an outside tap. This will need to be made secure from inappropriate use and a number of options were discussed.

K. Baird agreed to liaise with the Community Centre Management Committee and report to the next meeting.

- d) Fundraising. Approximately £400 has already been raised for CORGI. It was agreed that this money will be paid into the trust bank account as soon as it has been opened.

Proposed: K. Baird

Seconded: M Giles

## **6. Maintenance of the playing field**

- a) Groundsman's Contract. Revisions to the Specification of Work; Job Description and Schedule were agreed. The contract to maintain the playing field will be put out to tender, with a closing date for the receipt of tenders of 31 May 2017. The tender to be advertised on village notice boards and by word of mouth by Trustees. Any tenders to be considered at the June Trust meeting.

Proposed: K. Baird

Seconded: S. Holdeman

It was agreed that Derek Holdeman be asked to act as Interim Groundsman, at the existing hourly rate, until a new appointment is made.

Proposed: M. Giles

Seconded: S. Jespersen

- b) Use of the field by Hanford School. A request from Hanford School to use the playing field for cricket practice was considered. It was agreed to allow the school to use the field on Saturdays, during term time, between 12noon and 1pm. This would not be exclusive use and other users will continue to have access to the facilities. There will be no charge for the use of the field but the usual charges will

apply should the school require use of the facilities in the Community Centre. K. Baird will liaise with Hanford School.

Proposed: K Baird

Seconded: J. Chetwode

- c) Repairs to wall. The Community Centre Management Committee are responsible for the repairs to the wall by the ramp and they have this in hand.
- d) Gate latch. It was agreed to ask P. Corbett to repair the latch to the gate, for a fee of £54.  
Proposed: S. Holdeman  
Seconded: P. Blake
- e) It was noted, with thanks, than P. Corbett had put up the replacement plaque at the entrance to the playing field.

**7. Any other business**

The weekly and monthly Play Area inspection Reports were received.

**8. Date of next meeting**

The next meeting of the Trust will be held on Monday 5 June, in the Community Centre, immediately following the Parish Council meeting.

The meeting closed at 9.50pm.