

# QUEEN ELIZABETH II PLAYING FIELD CHILD OKEFORD CHARITABLE TRUST

2 Aplands Close, Child Okeford, Blandford DT11 8HR

Tel: 01258 722078

Email: [clerk@childokeford.org](mailto:clerk@childokeford.org)

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**Minutes of the Meeting of the Trustees held on Monday 29 JANUARY 2018 held in the Community Centre immediately following the Parish Council Meeting**

## **Trustees Present**

Kirsty Baird (Chairman), Philip Blake, James Chetwode, Mary Giles, Michael Hepburn, Sylvia Holdeman, Sherry Jespersen, Martin Rudd and Robert Smith,

**Apologies for Absence:** None

## **78. Confirmation of the Minutes of 4<sup>th</sup>. DECEMBER 2017**

The Minutes of the Meeting held on 4<sup>th</sup>. December 2017 were confirmed as a true and correct record of the meeting.

Proposed: Martin Rudd

Seconded: Philip Blake

## **79. Matters Arising from the Minutes not on the Agenda - None**

## **80. Financial Matters**

a) Approval of schedule of Payments as follows:

Chq.No. 11	J. Legard	Removal of Bench	£50.00
Chq. No. 12	The Play Inspection Company	Annual inspection of the Children's Playground	£78.00
		VAT	£13.00

b) Bank Statement and Monthly Accounts  
None received yet due to changeover of Clerk

(c) Report on CORGI Fund Raising

(i) Kirsty Baird reported that there were 8 After School Community Cafes and 1 breakfast and the total raised was £321.46.

The next breakfast will be held on 25<sup>th</sup>. March.

(ii) The total raised so far is £2013.94 and this needs to be recorded as a separate item in the accounts.

## **81. Playing Fields Maintenance**

(a) The Groundsman Health and Safety Inspection Sheets for November, December and January were noted. The only concern is the play area surface.

(b) Follow Up on the application to crown lift trees subject to TPO – Kirsty Baird reported that the application has now been submitted.

- (c) Licence for Access and parking to the Playing Field by St. Nicholas School – Licence Agreement dated 2008 is still current. The reason for this matter being raised is that The COMPACT group also use this access and parking facility.

**ACTION Refer the Licence Agreement and Use by COMPACT to the next Trustees Meeting**

- (d) Gang Mower Repair – Robert Smith reported that the repairs have been delayed but will be carried out soon.
- (e) Oak Tree planting position – It was suggested that the tree be planted near the Poplar tree at the far end of the playing field.

Proposed: Sylvia Holdeman

Seconded: Philip Hepburn

**ACTION Request that groundsman plant the oak with secure support**

- (f) Boundary of Playing Field – The Clerk was requested to send a letter to the houses bordering the playing field off Station Road and Melway Lane.
- (g) Playing Field Hedge – The hedge has now been cut but there is a large hole. It was noted that this could be filled by hedge laying. Robert Smith had been advised that it could be done but may cost up to £300. It was agreed that Robert Smith could go ahead and ask J. Legard to arrange to fill the hole by hedge laying up to a cost of £300.  
It was noted that this will exceed the allocated budget for this year and therefore the Trust will request a grant from the Parish Council of £150 towards this cost.

**ACTION Add grant request to the next Agenda for the Parish Council**

**82. Matters Relating to the Children’s Playground**

- (a) Annual Inspection Report – Kirsty Baird agreed to examine the report and Robert Smith agreed to scan the documents and email to Trustees.
- (b) Children’s Playground Boundary Fence – Partial removal  
A quote has been received for £700 to remove 2 sides of the fence – facing into the recreation ground and community centre. It was noted that there is not enough funds in the budget for this work (£500) therefore the Trustees agreed to request a grant of £200 towards this cost from the parish council.

**ACTION Add request for grant to the next Agenda of the Parish Council**

- (c) Play Area Surface deterioration – Philip Blake Offered to deal with this.

**83. Q E 11 Trust Registration with the Charity Commission**

**ACTION Clerk to contact the Charity Commission**

**84. Community Centre Management Committee Trustees Report and Follow Up**

- (a) The current Management Committee has agreed to close and hand over the Trust to the Q E 11 Trust. The current Management Committee will be calling a public meeting at its AGM in APRIL for this purpose.
- (b) Heads of Agreement for the new Community centre Management Committee

**ACTION Refer to the next meeting of the QE Trust**

**85. Child Okeford Recreation Ground Improvements (CORGI)**

A Fund Raising Meeting was held last week and a professional fund raiser gave advice. She advised that the Trust may be able to acquire grant funding for a feasibility study and to employ a project manager. It was agreed to have a stall at the HEY DAY Festival in June to launch the project.

**86. COMPACT**

It was noted that the insurance company need the Trust to hold a register of key holders for the shed used by COMPACT to store its equipment. Also, the Trust will require a copy of COMPACT's insurance.

**ACTION Request that COMPACT purchase a new padlock and keep a register of its key holders and provide the Trust with a copy of its insurance certificate.**

**87. Any Other Matters of Interest**

(a) It was agreed that the dates of the meetings be changed to coincide with the Parish Council Meetings. Also, it was felt that on some occasions the Trust Meetings could be held before the Parish Council meetings in order that the public may be present.

The date of the next meeting of the Trustees will be **Monday 5<sup>th</sup>. March 2018**

Signed ..... Dated .....

***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***