

Minutes of the Collyweston Playing Field Association Trustees Meeting held on 21st September 2005

PRESENT: -

Mrs S Busby	Trustee/Parish Council Chairman
Mrs G Woodman	CPFA Secretary
Mrs C Jackson, Mr L Jackson, Mrs L Giddings Mr D Lattimore	CPFA Committee Members
Ms F Cowan Mrs L Byrne Mr R Wrynn	Parish Councillors
Mrs J. Hemingway	Parish Clerk

Item 1. APOLOGIES FOR ABSENCE

Mrs S Dunkley and Mr W Schulze.

Item 2. MINUTES OF THE PREVIOUS MEETING

Minutes of the previous meeting on 3rd February 2005 were approved and signed.

Proposed by Ms Fiona Cowan.

Seconded by Mr Les Jackson.

Agreed by all.

Item 3. Annual Audit

This has been carried out and Mrs Hemingway read out the Auditor's letter, which says: -

"I have examined the Receipts & Payments Accounts and report that two matters of concern have already been dealt with. The repayment of part of the planning fee sent in error to the wrong payee was received and deposited; a discrepancy or error of £133.79p was reported to the Association and written off as irrecoverable at the committee meeting 25th May 2005. Suffice it to say if good practice had been followed at the time (that is details of transactions recorded and the cash account balanced promptly) it is less likely the error would have occurred and would certainly have come to light much earlier. The present Treasurer has spent some time in preparing the year-end accounts from papers handed to her by her predecessor. Because of the lapse of time the task was more difficult.

No payments were made in 2004/2005; the receipts consisted of bank interest.

I have audited the accounts for the three years from the invoices, bank statements, vouchers and papers produced, and from explanations given to me by the present Treasurer. There were weaknesses in the accounting procedures, but I have to report the receipts and payments accounts are correct in the light of information supplied.

In the case of ordinary village organisations financial arrangements are usually relaxed and informal. Indeed, if too many controls were required there could well be a lack of volunteers coming forward. However, the Association is a registered charity. As such must comply with the Charity Commission's requirements including the need to prepare and maintain accounting

Signed: _____

Date: _____

records properly. These should be kept up to date and contain details of all money received and expended, the date, and the nature of the receipt of expenditure.

Little useful purpose would be served in pursuing past shortcomings; it is more important for the Association to adopt sound accounting arrangements. When Mrs Hemingway was appointed Treasurer she looked at the need for good practice to be in place and the following controls now apply, namely: 1) all transactions are recorded promptly; 2) all payments are supported by invoices, approved by the Association and minuted; 3) all receipts acknowledged and banked promptly; 4) in the case of cash received at fundraising events, a statement prepared giving details and signed by at least two persons who have been involved.

Also arising: 1) the Association should consider whether an upper limit should be placed on the amounts paid out of pettycash; 2) a risk assessment of its activities should be made each year and recorded in the minutes; 3) the accounts should be made available to the public on request. It is up to the Trustees, but reference could be made to this in the parish magazine or on the notice board; 4) loose leaf minutes of committee meetings should be numbered consecutively; 5) a written Annual report is required. This is a brief summary of the main activities of the charity during the year in relation to the charity's objectives.

In conclusion, members and officers of the Association should be commended for their work over the past few years in pursuing the aims of the Charity. Much good work and effort have been made. The fundraising events have not been an end in themselves but also played a part in building up a lively community spirit in the village."

Mrs Hemingway reported that the total amount held at 31st March 2005 is £8,451.38p.

Other Finances: -

- 1). A mower was bought for £1300 with thanks going to Mr Lattimore for the grass cutting of the field.
- 2) Mrs Hemingway has been in touch with the Charity Commission about paying tax on savings. This can be refunded back dated for five years. She will work this out and apply. Also any donations received can be classed as a gift aid and if donated by a taxpayer, will mean the CPFA can reclaim the tax on this.

Item 4. COUNTRY FAIR

Despite the weather the country fair went well and the treasurer reported that despite a cheque from a stallholder not being cashed by the bank, the amount raised was £1290.45p. The Trustees thanked the committee members for all their hard work at short notice.

Item 5. FUNDRAISING EVENTS

- a. A car boot sale will be held on 25th September with a barbeque and coffee, etc. Mr Jackson will supply Mrs Hemingway with details for flyers. Mr Lattimore will deliver them to the Stamford Car boot sale, in the hopes that the public will come straight to ours.
- b. It is proposed to hold a weekend of events next year between July – September, to celebrate five years as a Charity. Thoughts are that a musical night to be held on the Friday followed by a two day Country Fair. The committee will discuss the possibilities at its next meeting.
- c. It is also hoped to hold a Christmas raffle.

Item 6. PLANNING FOR PAVILION AND MULTI-GAMES AREA

The plans have been approved with a condition that the Drift is adequately surfaced and more car parking spaces are made available, also disabled access to the pavilion is required. Mrs Hemingway will look at the possibilities and get some quotes to get the project moving.

Signed: _____

Date: _____

Item 7. GRANTS FOR OTHER PROJECTS

Mrs Hemingway informed the members that the HPC (Homes) development on The Drove is commuting a sum to the playing field by way of safety surfaces, fence, bench and bin. The slide and swings need to be replaced and she will look at obtaining quotes for this, so the whole project can be done in one go. Mr Lattimore and Mr Jackson will measure everything out to give an idea of how it will all look and enable quotes to be obtained.

Item 8. POCKET PARK

The Pocket park grant was obtained and is being spent. However, everyone agreed that the new footpaths are not very good. Mr Jackson stated that the footpaths should have been edged. The chairman asked the clerk to look into this matter. Also the area needs flail mowing within the next six weeks, otherwise the rare wild flowers will be lost. Mr Lattimore will look to see if he can get it done.

Item 9. ANNUAL SAFETY INSPECTION & GENERAL MAINTENANCE

Mrs Hemingway read out the annual inspection. It recommends the following: -

1. Seats and litterbins are provided.
2. That all nettles and bramble bushes are removed from near the child play areas.
3. The car park needs fencing properly and weeds removed.
4. Excessive links need to be removed from the swings.
5. All equipment needs to be de-scaled and painted.
6. The net needs replacing on the basketball ring.
7. The quarter pipe needs removing (this has now been done).

Apart from item 7 all are low to medium risk.

Item 10. ANY OTHER BUSINESS

- a. Mrs Busby stated that a tree has been uprooted on the Drift and thrown over the boundary wall of the playing field resulting in damage. Mrs Hemingway will contact the police and get a crime number to claim on the insurance.
- b. Mr Jackson and Mrs Hemingway will try to attend the SMP Playground seminar to be held on October 6th at 10.00am, at the Haycock Inn Wansford.

There was no further business to discuss the meeting closed at 9.05pm.

Signed: _____

Date: _____