

Minutes of the Collyweston Playing Field Association Annual Trustee Meeting held on 17th September 2008

PRESENT: -

Ms F Cowan	Trustee/Parish Council Chairman
Mrs L Byrne	Trustee/Parish Council Vice-Chairman
Mr D Lattimore	CPFA Committee Members
Mr M Lattimore	
Mrs K Musgrove	
Mrs S Busby	Parish Councillor/Committee member
Mr P Johnson	Parish Councillor/Committee member
Mr W Schulze	Parish Councillor
Mrs J. Hemingway	Parish Clerk/RFO/Committee Secretary/Treasurer

Item 1. APOLOGIES FOR ABSENCE

Mr R Wrynn and Mr H Dunkley.

Item 2. MINUTES OF THE PREVIOUS MEETING

Minutes of the previous meeting on 19th September 2007 were approved and signed after Page 2 Item 7 (e) current balances of Reserve a/c. £ 8,662.93p and Current a/c. £1,267.60p were inserted.

Proposed by Mr David Lattimore . Seconded by Mrs Linda Byrne. Agreed by all.

Item 3. MATTERS ARISING FROM THESE MINUTES ONLY

None.

Item 4. TRUSTEE REPORT BY Ms COWAN

Before giving her report Ms Cowan congratulated Mrs Musgrove on her recent marriage.

On behalf of the Trustee, I congratulate the committee on yet another successful fundraising year. It isn't easy trying to raise large amounts of funds for such a much needed project, but the committee members' dedication, determination and sheer energy are proof that community spirit is alive and well in Collyweston. I also thank all the volunteers from Collyweston & Easton on the Hill who turn out to help at fundraising events, and the public for their financial support at events.

For the benefit of the new Parish Councillors, I would like to explain briefly how the Charity came to be established. (Those of you already in the know, please bear with me.)

In 2000 a number of residents approached the Parish Council asking if they could raise funds for improved sporting facilities on the Playing Field, which is in the ownership of the Parish Council for the benefit of the whole community.

The Parish Council, as the Charitable Trustee of the land, set up the Charity called Collyweston Playing Field Association on 12th July 2001. The overall aim was to re-instate the seven-a-side football pitch, provide a Multi Use Games Area for five-a-side football, tennis and netball, a pavilion with kitchen, showers, toilets (including a disabled toilet) and a meeting area for sport's clubs, and improve car-parking facilities.

Ambitious for a small village maybe – but not impossible.

Signed: _____

Date: _____

Planning permission was applied for and granted in 2005, with the condition that the access road to the playing field was also upgraded.

This already major project has now evolved to include short cricket and possibly basketball, after the public attended an open exhibition and signed up for various sports. The play equipment is being upgraded too, to be more modern and appeal to a wider range of ages. Coaches for cricket, tennis and football have come forward.

So ... all that's left to be done is get the money together, and the Trustee strongly believes that the Committee will succeed in this. They've done a fantastic job so far, and there's already a good amount of money sitting in the bank, waiting to be matched by grants from elsewhere. As tempting as it might be to spend some of that on other things in the short term, we're so close to getting the big prize that it would be wrong to change course now.

The Trustee must stress that the Charity is only set up to provide the facilities. Once the MUGA is in place, the PFA will invite clubs to be formed by the community, and village life will really start to take off then.

Item 5. FINANCE

- a. The Treasurer reported that the accounts for year ending 31st March 2008 has been done and approved at the committee meeting on 14th May 2008..

Receipts = £3,386.90p

Payments = £1,112.03p

Therefore the balance carried forward at 1st April 2008 is £12,205.40p

The balance in the Reserve Account at 31.03.08 is £10,328.30p

The balance in the Current Account at 31.03.08 is £1,877.10p

The balance of Petty cash is £0.00p

The Treasurer reported that balances to date are

Reserve account - £9,381.16p

Current account - £3037.03p

Total cash at NatWest Bank is £12,418.19p

- b. Bank Accounts – after the latest fiasco of doing a new bank mandate with NatWest, it was discovered on the Thursday before the Fun Weekend that Ms Race and Mr Johnson were not signatories. This means that even though NatWest had confirmed by telephone that the mandate was valid, NatWest have breached their security policies, as cheques signed by Ms Race and Mr Johnson have been allowed to go through the current account. This meant getting a new cheques signed by the old signatories and going into the bank on the Friday. Ms Cowan (Trustee Chairman) accompanied me, where we were informed that the mandate in force at the moment included Mrs Woodman, Mrs Giddings, Mrs Busby, Mr Jackson and myself.

It was decided at the Committee meeting on 13th August 2008 to change the bank accounts to Barclays bank, the reason being that as Parish Clerk I have a very good working relationship with the Community Managers. After speaking to them I was supplied with the relevant documents and a Community account and Reserve account will be opened shortly. Once I know the new bank account numbers I will then write to NatWest closing the accounts. This will mean that the old signatories will need to sign the letter for it to be legal. I have been advised by Barclays Bank to transfer the money over, rather than draw it out, but it is up to the Trustee and Committee to instruct me.

It was **Resolved** that a transfer of funds should be done.

Proposed by Mr David Lattimore.

Seconded by Mr Paul Johnson.

Agreed by all.

- c. Grant application for play equipment – a letter was received from East Northamptonshire Council regarding the Play Builder Project of £50,000. This is a scheme that Northamptonshire County Council has secured from Government for the development of up to 25 play areas for 8-13 year olds over the next three years, the first Phase has to be completed and built by 31st March 2009. ENC do not have play areas so have invited Town/Parish Council's and Parish Meetings to apply. The only problem was that the CPFA only had two weeks to get a bid into ENC. After talking to

Signed: _____

Date: _____

Shelagh and taking into account everyone's opinion at the last meeting, that we need to be seen doing something at the field, I got a quote from Wicksteed Leisure for what Shelagh & I think is an appropriate play area and with the help of Paul Wilcox (ENC's Children Young Peoples Services Co-ordinator, I have filled out an application form, and it was received today. East Northants Council will then decide who they will put forward to the County Council for consideration. I am hoping that because of the timescale of this first Phase that not many of the other Town & Parishes in East Northamptonshire will have applied.

Our project is scheduled to be started on 5th November and completed by 30th November 2008. If we are not successful this year, we can re-apply. The total cost of the new playscheme is £50,000 and to replace the swings, add a see-saw and a four-seat swing is another £9,603, so total project for us is £59,603. Bodie asked if we would have to use any of the funds for the MUGA, Jo stated that it is possible, but she would be applying for grants to cover the difference or if needs be, a loan could be obtained by the Parish Council for it. Either way, current CPFA funds would be protected.

- d. I have also made an application for £20,000 to the Kings Cliffe Environmental Landfill Tax Fund, and I am still waiting for an application form from East Northamptonshire Council. I will also be making a bid to Sport England for £44,000 as their criteria has changed now. This means that with the pledge from Cory Environmental which could be £10,000 and our savings of £12,000, we meet their new criteria of them donating £2 for every £1 we have. The cost of the MUGA at present is £64,110.

Item 6. TO REQUEST & APPOINT COMMITTEE VOLUNTEER MEMBERS

The Chairman asked for volunteers to be appointed to the committee. Mr David (Bodie) Lattimore, Mr Mark Lattimore, Mrs Katherine (Kay) Musgrove agreed to continue. Mr Wrynn has also agreed to continue, but Mrs Lesley Giddings has resigned, although she still wishes to be involved in fundraising activities. The Trustee will be represented by Mrs Shelagh Busby and Mr Samuel (Paul) Johnson, with Mrs Hemingway continuing as Secretary/Treasurer. Mr Werner Schulze volunteered to join the committee.

Item 7. APPOINT A COMMITTEE CHAIRMAN AND VICE-CHAIRMAN

The Trustee Chairman called for nominations from the Committee members.

It was **Resolved** that Mrs Shelagh Busby is Chairman.

Proposed by Mrs Katherine Musgrove. Seconded by Mr David Lattimore. Agreed by all.

It was **Resolved** that Mrs Katherine (Kay) Musgrove is Vice-Chairman.

Proposed by Mr Werner Schulze. Seconded by Mr David Lattimore. Agreed by all

Trustee Chairman Ms Fiona Cowan closed the meeting at 8.00pm

Signed: _____

Date: _____