

The Gransden Sportsfield and Recreational Association
Minutes of the Committee meeting 08/02
Held at the Sportsfield on Thursday 3 July 2008

1. Present

Chris, Barry, Celia, Craig, Nik, Charlie (Chairman), Claire.

2. Apologies

Kate

3. Minutes of the Previous Meeting: minutes were approved and signed by the Chairman.

4. Matters arising from the minutes: all covered in the agenda.

5. Treasurer's report

Chris presented the income statement and balance sheet as at 30 June. The cash balance is £8,322. [ACTION1: Chris to split out the Tennis Club interest income and funds held on deposit].

Electricity: Electricity cost c.£3,000 in 2007 and was 25% of the GSRA annualised outgoings. Chris advised the renewal of the electricity contract, currently with Eon, is due in August. [ACTION2: Chris to renegotiate contract in July.] The electricity is used by the nursery, CCTV, security lighting and the flood lights. A box may be installed to measure electricity consumed by the tennis courts' floodlights. This would cost approx £100 for labour and £100 for parts. There was a discussion about commercial rates and the nursery, timer switches on the tennis club and token operated machines. The tennis club currently contributes £1,350 per year towards the cost of electricity and the field maintenance, which should be reviewed. [ACTION3: Chris to give notice to the Tennis Club of a 5% annual inflationary increase or higher if appropriate given the recent energy price increases, to propose a start date of 1 September in line with the kids football]. [ACTION4: Chris to give notice to Greenfields Nursery of a 5% annual inflationary increase, the start date should align to the current licence agreement]

Insurance: The annualised cost is c.£1,800. Charlie informed the committee that the public liability covers only tennis, badminton and bowls but not football. The property cover includes pavilion £133k, tennis pavilion £19k, CCTV £13k and fixtures £3k. The tennis club nets, tarmac and fencing are not covered. The business risks (floodlights, tennis nets and cricket wicket) and business interruption cover is insufficient at £8.7k. Diane Taylor's address is out of date. It was agreed that the insurance policy should be reviewed and quotes sought. It may be that consolidating the PC, GSRA, the Tennis and Football club insurance policy would generate a net saving. The PC broker is Cornhill, the GSRA broker is Lockton. [ACTION5: Barry and Chris to approach the relevant parties to discuss consolidating and to obtain quotes].

Cesspit: The annualised cost of emptying the cesspit is c.£2,500k. This is exceptionally high cost is due to water ingress into the current cesspit. The cesspit should be replaced and much to the emptying cost would be saved. The replacement options are a
(1) biosphere, which would cost c.£8k – pay back of c.4years.
(2) Connection to the private sewer owned by the estate of Mr Hayley which runs through the field adjacent to the Sportsfield, which is owned by Mr. Barlow. The cost of connection would be substantially lower. Martin Smith (partner of FSI law) has agreed to formally write to the trustees of the Mr. Hayley's estate to request a connection.
(3) Connection to the mains sewerage, the previous estimate was £18k. This would require a

sewer to be laid from the pavilion, past the tennis court and down Sand Road to the camber at the entrance to the industrial estate. The payback would be c.9 years.

It was agreed that the mains sewer is the most suitable option given the varied use of the pavilion and the lack of control over the cleaning materials used in the building. [ACTION6: Chris to review all the original paperwork to identify any useful contacts/information]. [ACTION7: Celia to obtain any documentation regarding the biosphere from Des Merrill]. [ACTION8: Chris to provide all the relevant details and documents to Martin Smith].

Barry advised the PC set the precept in November. Celia advised that the GSRA will have a greater chance of success in raising funds for the sewerage by putting in a request in early September. [ACTION9: Chris and Chris to draft a proposal to be discussed at the next meeting].

6. Trustee: Charlie had received advice from Val Pearson regarding Trustees. Val recommended that at least one Trustee was not a committee member and that Trustees should represent a cross section of the community that the charity supports. The Trustee role involves writing the formal annual submission to the Charities Commission and overseeing the actions of the committee. [ACTION 10: All to consider suitable candidates for Trustees and to agree at the next meeting].

7. Constitution: The Committee need to resolve whether the wording of the objects excludes non-inhabitants of the Gransdens and understand the term of the current lease – is it 28 years from October 1990 (when the Constitution was formed) or March 2000 (when the Constitution was amended). [ACTION11 Claire to discuss the wording of the objects with the Charities Commission] [ACTION12 Celia to confirm the term of the Sportsfield lease].

Subject to the Objects clause action, Charlie presented a proposed amendment (attached), which have been agreed with Diane Taylor. There are two options for Clause 8, the composition of the committee. [ACTION13: All to consider the two options. At the next meeting, the Committee will agree which option to put forward at a Special General Meeting of the GSRA].

The meeting was adjourned until Thursday 10 July.

**The Gransden Sportsfield and Recreational Association
Minutes of the Committee meeting 08/02a
Held at 22 Church Street 8pm on Thursday 10 July 2008**

Present

Chris, Barry, Celia, Kate, Craig, Nik, Charlie.

Apologies

Claire.

1. Intro. Charlie explained that all the Committee members were new to their roles, to the subject matter and in many cases new to each other. As such the Committee is likely to go through a cycle of forming, storming, norming and performing. BG asked that the content for all future Committee meetings is published in advanced so that the full agenda may be progressed. [ACTION14: Claire to note for future meetings].

2. Car park. Charlie received four quotes for relaying of the turning head area. Claire wrote to the PC, Playgroup and Greenfields requesting contribution of 1/8, 3/8 and 2/8 respectively. Barry advised that the PC have agreed to contribute £500 subject to the committee demonstrating how the balance of funding will be raised. It was agreed to delay the appointment of a contractor until the funding is resolved. Charlie advised that Playgroup have agreed to make a contribution conditional on the quality of the works and that Greenfields will not make a contribution. [ACTION15: Charlie requested Barry to read the terms of the PC licence to the Playgroup to resolve what reasonable contribution may be expected]. Charlie understands that Greenfields are not obliged to make a contribution under the terms of their lease. [ACTION16: Charlie to write to Greenfields a second time requesting a contribution]. Charlie advised that Hunts DC have been approached to make a contribution. [ACTION17: Charlie to chase Hunts DC for a contribution]. It was agreed by the committee there is likely to be a shortfall in contributions for the works. [ACTION18: Chris to write to the Poors Land charity requesting a large a contribution as they feel able to provide]. [ACTION19: Charlie to obtain two further quotes for the work in the October half-term].

3. Pavilion Storage. Charlie explained the need for the storage and proposed a container solution which would abut the short side furthest from the car park. Kate proposed a wooden shed which may be accessed through the current doorway. The Committee agreed to take forward a wooden shed concept approximately 3 meters wide by 11.75 meters long. [ACTION20: Celia to propose the idea to the PC] [ACTION21: Barry to discuss with Eric Blot how the concept may be funded by Potton Timber, without having any detrimental impact on Potton funding the future indoor hall concept]. [ACTION22: Charlie to approach Jason Dixon to quote for drawing up a set of plans and a draft planning permission submission].

4. Bonfire: Charlie confirmed that the Bonfire will be held on Saturday 8 November. Spillage have agreed to play before and after the fireworks and donate their fee to the GSRA. Chris Clark has agreed to manage a bar. Trevor Mountford and Andrew Fogg have agreed to run the firework program. [ACTION 23: Nik to manage and apply the same operational model as last year].

5. Indoor Hall: Charlie set out the vision for a soundproof multi-use indoor hall to be constructed adjacent to the current building. The building would be for the benefit of all the societies in the Gransdens regardless of age, status, activity type. Charlie advised that the process would involve a (1) questionnaire of all societies in the Gransdens (2) writing a detailed business plan covering the build and long term usage (3) raising funds from within the Gransden community (4) raising funds from statutory and other bodies. Kate advised that building the hall is only half the issue, the ongoing usage and income to cover insurance/maintenance is a critical consideration. Kate provided an example of the Little Paxton questionnaire. [ACTION24: Claire and Charlie to draft a questionnaire for the inhabitants of the Gransdens to complete.] [ACTION25 Barry to contact Ian Kendle to clarify what plans may exist from 10 years ago]. [ACTION26 Celia to discuss the concept with the PC]. [ACTION27: Charlie to prepare a draft proposal to discuss with Clara Kerr of the Hunts DC planning office].

7. Trim trail: This was discussed and the Committee agreed not to pursue it.

8. Business Plan: This is the key second step in raising funding. The document must demonstrate that the proposed hall both meets the needs of the whole community and is viable in the long term. [ACTION28: Charlie to set up a shell document and share with Terry Parker of Hunts DC].

9. Fund raising: Charlie explained that Val Pearson has provided advice and that Marisa Crook had been co-opted to the Committee to help raise funds. The next meeting is on Friday 18 July.

10. Website: Claire has set up the website as www.gransdensportsfield.org.uk . The website will hold the Constitution/Minutes/Contact details/links to the sports clubs users/diary of events.

11. Roundabout: Nik drafted an article which Claire has submitted to be included in the August roundabout.

12. Playing fields: Kate set out the current status of the Hunts DC funding application for the multi-sports area on the playing field. Kate also requested that the Committee work with the PC to have a "joined up" approach to sports activity in the parish(es).

13. AOB:

[ACTION 29 Barry to provide a copy of the Greenfields Nursery licence to Charlie & Claire.]

[ACTION 30: Claire to get an up-to-date contact email address and telephone number for Committee members, particularly Andy Wilson]

[ACTION 31: Claire to present the draft Trustees report to Charities Commission]

Date of next meeting: Wednesday 10 September 2008 - Venue TBA

Issues to be discussed at future meetings: Tennis Club lights and signage, pavilion key holder list, adult football club meeting and potential contribution, Greenfields proposed works, events diary.