

## FRIENDS OF PRIORY FIELDS

### MINUTES OF COMMITTEE MEETING HELD ON 9<sup>th</sup> April 2015 7:30PM

Present: John Bishop (Chairman)  
Ruth Collen (Minute Taker)  
Pam Dawson  
Ian Read  
Tony Bushell  
Chris Saltmarsh  
Julie and Bob Norman  
Peter Nightingale  
Den Harvey  
David Oxley-Goody

#### 1. APOLOGIES FOR ABSENCE

Peter Athey , Jo Britter, Linden Rosam, and Geoffrey Worricker

#### 2. MINUTES OF LAST MEETING AND MATTERS ARISING

- In the previous minutes under item 11 it should be ‘people should look out for Tree Bumblebees’ instead of ‘Peter has spotted some Tree bumblebees’.
- Peter N proposed the minutes and Ian seconded them.

#### 3. CHAIRMAN’S REPORT

The Chairman advised the meeting of the requirements of the Gambling Act 2005 with reference to small lotteries such as our own fund raising raffles. It was resolved that John Bishop be authorised to act as promoter of any such raffles and Pam Dawson and Ian Read be authorised to certify the correctness of any returns required under the Gambling Act 2005.

It was also agreed to renew the Small Lottery Registration with effect from 28/4/15 at a cost of £20.

Bat Survey:

The survey is taking place on the 29<sup>th</sup> April at 8:30pm.

Play in the Park:

The numbers weren’t as high as previous years.

Community Games Day:

A date is going to be set for another meeting.

#### 4. SECRETARY’S REPORT

Grant Application:

Tony, Ian and John recently met up to check all the paperwork and then sent it off.

Tony shared some pictures of the benches that are a possibility for the fields. Discussion of how to pay for the benches, we have set up a separate account for the benches and gazebo grants to go into.

It was agreed that a group from the Friends would go out and see the gazebo we want before we purchase it.

Child Protection Policy:

Tony will send round a copy of a child protection policy which he has adapted from the Parish Council’s policy.

**Action:** Tony to send the child protection policy.

Procedures also need to be looked at, this will be brought back to the next meeting.

## 5 **FINANCE REPORT**

Linden is in the process of finalising last year's accounts. Pam is going to take over for this year.

John has asked if everyone can think of any future and long term expenditure for the group, such as machinery, which can be accounted for in this year's budget and then drop this in an email to Pam or John.

Pam and John will get together to talk over the figures for this year's budget.

**Action:** Group members to think of future and long term expenditure and send this in an email to Pam or John.

**Action:** Pam and John to meet to discuss the budget.

John would like to thank Linden for finalising the end of year accounts and thank Pam for picking up the role.

## 6. **REPORTS ON WORKING PARTIES**

At last month's working party the Blackthorn was cleared at the top end of the west meadow, this will be continued at the next working party.

The dangerous oak tree has now been taken down, discussion around what to do with the wood.

Chris said an agreement needs to be made on what's going to be done to the oak tree near the garage. A meeting will be arranged to discuss this.

Chris has said that he knows a ranger for Barking and Dagenham who has said that we could do the hay cut ourselves by buying a bit of machinery which attaches to small tractors and then creates small hay bales, which we could then sell. Chris has invited him to the AGM and John has suggested asking him to come down to the fields.

## 7. **SPECIFIC ISSUES**

AGM Preparations:

- Rob Haworth has been confirmed as our guest speaker.
- Regarding refreshments, there is going to be tea and coffee at the start and then cheese and wine after the event, John is going to get 6 bottles of each of red & white wine.

**Action:** John to get the wine for the AGM

**Action:** Julie is going to advertise the AGM in the in touch magazine .

- John is happy to stand again as Chairman
- Ian is happy to stand again as Vice Chairman
- Tony is happy to stand again as Secretary
- Pam is happy to stand as Treasurer
- All the committee members at the meeting (Julie, Bob, Den and David Oxley Goody) are happy to stand again. John will contact Peter A, Geoffrey and Jo and Linden to ask if they are happy to stand again.

**Action:** John to talk to the other committee members regarding standing again this year.

- Chris's position will be decided at the next Parish Council meeting.

- The agenda needs to be advertised before the meeting. It will be put up on our website and the Parish Council website.
- John will ask if Linden can come to the AGM with regards to the Treasurer's report  
**Action:** John to talk to Linden about the AGM

Health and Safety:

- We have found an old health and safety leaflet titled 'working safely on priory fields', Chris had said that we should make sure that everyone sees this leaflet every year and that we should follow this up at the management meeting.
- Everyone that comes to the working party this weekend will be given a leaflet.  
**Action:** Ian will print some more of the leaflets.
- Ian has said that he will pick up some hard hats and knee protectors and will look out for protective glasses.
- There was a suggestion of people buying their own safety boots and then the group reimbursing up to the value of £20, subject to a receipt being seen.

Dog Fouling:

Dave has said that there has been an improvement on the fields regarding this.

The signs can now be taken down and we will soon be getting new bins from the Parish Council and they are also looking for a bag dispenser.

Discussion around asking people to keep their dogs on the lead until they get to the fields.

Repair of damaged Notice Board:

Discussion around if we should use the £200 to repair the notice board or to buy a new one.

Chris has said that we might be able to claim off the insurance, we could ask the Police about this.

Chris will talk to Karen about this.

**Action:** Chris to talk to Karen.

The Parish Council are going to put speed bumps in the car park.

8. **FUNDRAISING**

Xmas craft fayre:

Arrangements are proceeding for this, there is a meeting at Jo's for this on 28<sup>th</sup> April.

**Action:** Julie will invite Sandy to this meeting.

9. **FIELD PROJECTS**

A future project is to install the benches.

Dave suggested having a shelter on the fields, this will be thought about.

Hay cut: Simon is happy to do the hay cut this year following the removal of the ragwort. This can be done at the working party in June.

10. **PC-RELATED ISSUES**

Parish Council issues will be raised at the meeting on 24<sup>th</sup> April.

Display Board:

Discussion of what to go on the board including information on the AGM, 100 Club, 10<sup>th</sup> Anniversary, craft fayre, water voles.

11. **PUBLICITY AND NEWS ITEMS & AOB**

Julie has asked if anyone has any ideas about if anything can be made from the fields to

sell at the fayre.

Some has been using an air rifle on the fields, discussion around contacting the police.

Bob Law saw a water vole along the stream.

13) **DATE OF NEXT MEETING**

14<sup>th</sup> May 2015

Signed: .....

Date: .....