

**FRIENDS OF PRIORY FIELDS**

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

Present:                    John Bishop (Chair)  
                                  Ian Read  
                                  Ruth Collen (Minute Taker)  
                                  Peter Nightingale  
                                  Julie Norman  
                                  David Oxley-Goody

1.	<b>APOLOGIES FOR ABSENCE</b>
	Peter Athey , Jo Britter, Linden Rosam, Geoffrey Worricker, Den Harvey, Chris Saltmarsh , Tony Bushell and Pam Dawson
2.	<b>MINUTES OF LAST MEETING AND MATTERS ARISING</b>
	<ul style="list-style-type: none"> <li>• Ruth to amend the sentence about the ragwort in item 6 in the minutes, it should say that the ragwort should be pulled for a couple of weeks before the hay cut.  <b>Action:</b> Ruth will re-send the amended minutes to Tony to be distributed.</li> </ul> <p style="margin-left: 40px;">Ian proposed and Peter seconded the minutes.</p>
3	<b>CHAIRMAN'S REPORT</b>
	<p>BBC Essex Quest:          We did get a bit of publicity through this and the producer of the show said to John that our part of the show went very well and he has said that he is happy to help us in the future.  <b>Action:</b> Ian will send the pictures from this to Lesley for the next In Touch magazine.</p> <p>The Green Flag have been in touch and the results will be out soon and we will find out if we have got a green flag again.</p>
4.	<b>SECRETARY'S REPORT</b>
	<p>Child protection Policy:          Tony has recently circulated this.          Discussion around this, John had a few queries; John will highlight these queries with Tony.  <b>Action:</b> John to talk Tony about the policy.</p>
	<p>FoPF Administrative Standards:          There was a query around it being the Vice Chairman's responsibility to upload the agenda and minutes on to the website as it won't always be the Vice Chairman. It was agreed it should say a copy will be placed on the website without mentioning names.</p> <p>Also, the auditor should be referred to as the Independent examiner.</p>
5	<b>FINANCE REPORT</b>
	<p>John has recently paid in £200 to the account which was the compensation we received for our notice board, a decision needs to be made on what to do next with the money.</p> <p>John also paid in £120, which is the total so far from the deposits for the craft fayre.</p>

	<p>John will mention the craft fayre to BBC Essex producer to see if it can be publicised.</p> <p><b>Action:</b> John will talk to the BBC Essex Producer to regarding the fayre.</p>
<b>6.</b>	<b>REPORTS ON WORKING PARTIES</b>
	<p>Last month crushed concrete was put on the paths, we are hoping to do more this weekend and the grass was cut and the hogweed pruned. The apple and memorial trees need watering this weekend.</p> <p>Discussion around the broken picnic bench, there was a suggestion of getting a spare bit of wood and screwing it on to the bench.</p> <p>The subcommittee for the new benches and gazebo will meet up soon to choose and order; Ian, John, Dave and Peter are free to meet up next Monday morning, John will email Tony about this, the location will be confirmed by John.</p> <p><b>Action:</b> John to email Tony regarding the date for the subcommittee meeting.</p>
<b>7.</b>	<b>SPECIFIC ISSUES</b>
	<p>Repair of damaged Notice Board:</p> <p>We will be purchasing a new notice board, Ian has looked on the internet for new boards he shared some examples, discussion around size, shape and colour. We agreed on a board and size which is roughly the same size and shape as the old board with a green frame and grey board inside. Discussion approaching the parish council regarding payment. Ian will get all the details and send them round for approval.</p> <p><b>Action:</b> Ian will email round all the details for the new notice board.</p>
<b>8.</b>	<b>FUNDRAISING</b>
	<p>Xmas craft fayre:</p> <p>It was confirmed that Peter will be attending the craft fayre as a first aider.</p> <p>The committee is currently meeting every month and planning is going well.</p>
	<p>We need to start looking for prizes for the raffle and start advertising the fayre, the poster has been agreed.</p>
	<p>Julie has asked if anyone has card tables they can spare for the fayre, Peter will bring his garden table to the craft fayre for the teas and coffee.</p>
	<p>We want some big notice boards to put on the green outside the school to advertise the craft fayre.</p>
<b>9.</b>	<b>FIELD PROJECTS</b>
	<p>New Picnic Benches:</p> <p>Previously discussed.</p>
<b>10.</b>	<b>PC-RELATED ISSUES</b>
	<p>The speed bumps have now been installed.</p>
	<p>Dog bins:</p> <p>The new big one will soon be installed near the car park freeing up the two smaller bins for us to install on the fields. We have a few ideas on where to site these.</p>
<b>11.</b>	<b>PUBLICITY AND NEWS ITEMS AOB</b>
	<p>Ian thinks we should update the board by the entrance to the fields, he has redrafted a copy of the layout of the fields and has updated the logos and pictures, it was agreed to update it. We should be able to use the money remaining from the information board.</p>
	<p>Ian has ordered 2 packets of 10 metal tags for the apple trees. We will differentiate between</p>

	dessert and cooking apples.
	Den and Dave took a trailer load of logs to Mary Huntingdon, who had asked for some at a working party and has asked how much we want for it. This was discussed and it was agreed that £40 was acceptable and Ian will ask her to send a cheque to John. If anyone asks in the future we will say £50 for a trailer load.  <b>Action:</b> Ian will ask Mary to send a cheque to John for the logs.
	Discussion around having our own FoPF board on the school fence where the community centre sign is. The village hall committee are also talking about getting a new sign.  <b>Action:</b> John has said he will talk to Sandy about working with the committee on this.
	Ian will collect the information board from Peter, we will try and find someone to make the frame professionally.
	Hay cut: We need to contact Simon and ask him if he has got any dates in mind for this.  <b>Action:</b> John will email Simon regarding the hay cut.
12)	<b>AOB</b>
	No any other business
	The meeting closed at 9:50
13)	<b>DATE OF NEXT MEETING</b>
	13 <sup>th</sup> August 2015

Signed: .....

Date: .....