

FRIENDS OF PRIORY FIELDS

MINUTES OF COMMITTEE MEETING HELD ON 13th August 2015 7:30PM

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

1.	APOLOGIES FOR ABSENCE
	Peter Athey , Jo Britter, Linden Rosam and Julie Norman
2.	MINUTES OF LAST MEETING AND MATTERS ARISING
	<p style="text-align: center;">The minutes from the last meeting were agreed.</p> <ul style="list-style-type: none"> • Ian has sent the BBC Essex Quest pictures to Lesley Ruse for the In-touch Magazine. • John will talk to BBC Essex about promoting the Christmas fayre nearer to the date. • The bench leg has been repaired. • We got £50 for the logs <p style="text-align: center;">Ian proposed and Peter seconded the minutes.</p>
3	CHAIRMAN'S REPORT
	<p>John is now going to send Ruth a copy of the chairman's report to attach to the minutes. Report attached</p> <p>Chairman's report for Committee meeting – 13 August 2015</p> <p>Green flag – this year's flag has been received – initially, a full flag was sent followed by the usual pennant. To be put in new notice board when available.</p> <p>Christmas Craft Fayre – Sunday November 22 – arrangements going well. 20 stalls confirmed. Main prizes for raffle confirmed and tickets being printed. Tickets will be sold through Village Stores and the Brewers. All committee members asked to take some tickets. All committee members asked to help on the day – tasks involving refreshments, looking after stall holders, selling raffle tickets etc. all need to be done. No doubt other things we haven't even thought of will come up on the day!</p> <p>Recent incident of a fire on Priory Fields. All members will be aware of this incident, for which a culprit was identified by the police. We have a letter of apology from the person responsible and he, and some others, have been told to stay away from the fields for the rest of the School holidays. The matter is now considered closed.</p> <p>Village Emporium As a result of an enquiry about advertising the CCF in the magazine we learnt that they would like to have the Priory Arch featured on the cover of their spring issue next year. Ian is sending them</p>

	a selection of photos of the Arch for them to choose which one is used and I am producing some information about the Arch for inclusion in the magazine.
	Discussion about getting a flag pole to fly the Green Flag: Action: John to enquire about the permission about having flags.
	The raffle tickets for the Christmas fayre have been printed and are in the post at the moment.
4.	SECRETARY'S REPORT
	Child Protection Policy: The queries raised at the last meeting regarding this were discussed. It was agreed that the wording under the Policy Statement Heading should be changed to "may occur". Action: Tony will re-send the policy.
	Admin Procedures for Agenda and Minutes: The administrative standards will be amended in regards to whose responsibility it is to upload the agenda. Also, the auditor should be referred to as the Independent examiner. Action: Tony will email out a new copy of the administrative standards.
	Recruiting New Volunteers: Tony and his wife recently went to Marsh Farm where they have put up notices about volunteering opportunities and who to contact, Tony suggested having these on the fields for working parties and committee members. Action: Ian to send Tony some possible pictures to use for these.
5	FINANCE REPORT
	Pam went through the current budget; we have an income of £352 this month. Discussion around saving the budget on a USB stick and then forwarding it to Ruth who would then send it to the group on email.
6.	REPORTS ON WORKING PARTIES
	Last weekend the gazebo was put up to see how it works and what it looks like up, the broken branch was taken down and there was a general tidy up. The hay cut still hasn't been done, another person has now approached Karen at the Parish Council regarding this; John has asked him to do it. Action: John will call him tomorrow and try and confirm a date and then contact Simon to cancel. At the September working party we will be putting together the new benches. Discussion around the delivery of these, Tony will contact the company to confirm a delivery date and time and then liaise with Dave. Ideally Friday 11 th September but no later than that. Action: Tony to contact the company delivering the benches to set a date and time. Discussion around securing the new benches by using chains and padlocks, we would need 20 stones and a few bags of sand for this, we will use the money left over from the grant. Action: Ian will talk to Den further about the paving slabs and sand, Den will check the prices and stock of the store where he has brought padlocks from previously. Action: Tony will then send John details of the total cost.
7.	SPECIFIC ISSUES
	Repair of Notice Board: At the sub-committee it was agreed to go for a wall mounted weatherproof outdoor weather shield noticeboard, in total including the posts it would be around £376.00, we already have £200 to go towards this.

	There was a unanimous decision to go ahead and order the noticeboard.
8.	FUNDRAISING
	Xmas craft fayre: This was covered earlier in the meeting; we are hoping we will make roughly the same profit as last year. Pam will circulate a list for items to go in the hamper for people to choose items to buy. Action: Pam to circulate the hamper list.
9.	FIELD PROJECTS
	New Picnic Benches: Previously discussed.
	Notice Board: Ian has got a quote for £370 from a company who will provide the timber to build the stand for the new notice board. It was agreed to go ahead and order this.
	Information board by the entrance to the fields: Discussion around whether to replace the current information board. In total it would cost £169 to produce the new board and then we would be able to fix it into the current frame. There was an unanimous vote to go ahead and purchase the board.
10.	PC-RELATED ISSUES
	A management committee meeting will be arranged.
	Chris will try and find out the cost of the promotional wrist bands and water bottles he had been given at a recent launch event, we could possibly give these away at events.
	Permission was granted to remove the trees. OCA have been approached to come and remove the trees at their own cost and under the Parish Council's terms and conditions.
	John has met with the chair of the village hall committee with Chris and Karen regarding getting a new sign. It was suggested putting the sign outside the car park entrance to the school so that cars from both directions can see the notice. Ian has produced a possible design for the sign. Two boards made out of aluminium will cost £256. It was agreed that this was a good idea but we need permission from the school and we need to talk further with the village hall committee.
	A date hasn't been set yet for installing the dog bins.
11.	PUBLICITY AND NEWS ITEMS AOB
	Ian has drafted a new version of the FoPF leaflet and will email this round for people to look over. This will be brought to the next agenda for a decision. Action: Ian will email round his draft for the new FoPF leaflet.
	The metal tags have arrived for the fruit trees and Ian has imprinted the variety names onto them.
12)	AOB
	Geoffrey will tidy up his notice board by the arch.
	Peter has seen ragwort on the fields.
	Peter has queried some of the findings in the tree survey. He is going to investigate the particular oak species that have been reported.
	The meeting closed at 9:50

13)	DATE OF NEXT MEETING
	10 th September 2015

Signed:

Date: