

FRIENDS OF PRIORY FIELDS

MINUTES OF COMMITTEE MEETING HELD ON 10th September 2015 7:30PM

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

1.	APOLOGIES FOR ABSENCE
	Peter Athey , Jo Britter, Linden Rosam and Geoffrey Worricker
2.	MINUTES OF LAST MEETING AND MATTERS ARISING
	<p>The minutes from the last meeting were discussed.</p> <ul style="list-style-type: none">Under Item 3 it needs to be changed to 'the raffle tickets'. Ian proposed and Peter seconded the minutes. <p>Actions from the last minutes:</p> <ul style="list-style-type: none">The hay has now been cut and turned.
3	CHAIRMAN'S REPORT
	<p>Green Flag – Enquiries about flags/flagpoles have shown that we have automatic permission to fly the Green Flag on the fields. Because we have that permission we are also exempt from needing planning permission for a flagpole. The only question remaining is whether it is worth trying to fly the pennant version of the flag.</p> <p>Christmas Craft Fayre – Arrangements continuing to go well. One or two spaces available for additional craft stalls but we have sufficient to make a good show. Meacock and Jones have agreed to provide advertising boards around the area again this year. Any friends or relatives living on through roads who might be approached to have a board outside their property? Approaches have been made to the local supermarkets for additional raffle prizes. No known problems at present.</p> <p>Glasdon Picnic Benches – Delivered on September 8, to be installed this weekend by the working party. Our thanks to Roland Brown of Peartree Lane who is temporarily storing the benches and will deliver them to the fields on Saturday. Thanks also to Dave for organising that and to Ian, Dave & Den for organising the required slabs and sand. Those of us who have tried to lift the benches are hopeful they will prove to be vandal resistant, it is certainly unlikely that anyone will want to lift them and walk away with them!</p>

	<p>Hay Cut – Firstly an apology for the fact that I lied to you all at the previous meeting- although it was inadvertently. I said that I had asked the alternative hay cutter (Alan Sheldrake) to cut the hay. I later found out that the email I thought I had sent him, was sitting in holding folder. I did contact him as soon as I realised my mistake, and as you know the hay has now been cut, although not yet baled. I did cancel Simon Hollington.</p>
	<p>Estate agents advertising boards: Meacock and Jones Ask Paul about putting up a sign outside his house, Thank you's for the benches and to Den for delivering the concrete and slabs to the fields.</p>
4.	<p>SECRETARY'S REPORT</p>
	<p>Child Protection Policy: Discussion around the recent version of the policy that Tony has recently sent round. There was a suggestion of taking some sections out as it is not all relevant and clarifying who the policy is for and what to do if we see anything happen on the fields. Action: Tony will send round an amended copy</p>
	<p>Admin Procedures for Agenda and Minutes: Under the Heading of 'Financial documents', clerk needs to be spelt with a capital C.</p> <p>Discussion around whether minutes are needed at our sub-committee meetings, it was agreed that if there is anything that needs recorded from the sub-committees it can be brought to the committee meetings. It was also agreed that any major decisions made at sub-committees will be taken to the monthly meetings. Action: Tony will add in a sentence about this in the policy.</p> <p>Discussion of how long the committee meeting minutes need to be kept. It was agreed that all the minutes will be kept for a minimum of 10 years. Action: Tony will add this to the policy.</p>
	<p>Ian has sent Tony a picture of children helping plant the trees, discussion around whether the picture is alright to use on our website.</p>
	<p>The total cost for the benches is £2536.80 inc VAT, the claim for the padlocks, concrete and slabs will also have to be added which is £105.26.</p> <p>We will need a drill and screws to attach the metal tags to the benches. Action: John will collect these from Chris.</p>
5	<p>FINANCE REPORT</p>
	<p>Pam handed round copies of the FOPF Awards For all budget and the APR 15 to MAR 16 budget.</p> <p>Pam gets monthly statements of each of our accounts and has said she will start to share copies of these with Tony each month.</p> <p>Discussion around securing the benches and using the money remaining for this.</p>
6.	<p>REPORTS ON WORKING PARTIES</p>
	<p>At the last working party there was a general tidy up, this month the picnic benches will be installed; Roland is going to bring over the benches about 9:40am on Saturday. The fences near the Moor Hall Lane entrance will also be fixed.</p> <p>There is no further news on when we will be getting the new dog bins. Discussion around where the bins should be.</p>

7.	SPECIFIC ISSUES
	<p>Repair of Notice Board: lan gave an update on the repair of the notice board, there has been a query over purchasing the board due to the company saying it can't be fitted onto the posts, but they have now said that they can use metal posts. They would charge an extra £170 for the notice board and metal posts. We should be able to purchase these posts ourselves. lan has suggested using a sheet of plywood as a backing for the board. It was also suggested using metal/iron posts. It was agreed to order the board for £319 without the posts.</p>
8.	FUNDRAISING
	<p>Xmas craft fayre: Discussion around getting some A-boards to advertise the craft fayre on, a decision needs to be made on what type of board to purchase and how the poster should be printed. Using posts and a banner like last year was also discussed. Peter and Den have got some spare material for this. Action: lan to look into this further.</p> <p>The committee are happy with the leaflet that lan has updated. The cost of 2500 leaflets would be £129.</p>
9.	FIELD PROJECTS
	<p>New Picnic Benches: Previously discussed.</p> <p>Discussion around getting motion activated cameras for the fields and the various wildlife. Tony has got a camera he uses at home and is going to bring some photos which he's taken to the next meeting. He will also find out some more information about different cameras. Action: Tony to bring photos from his camera to the next meeting.</p>
10.	PC-RELATED ISSUES
	<p>Chris gave an update of the removal of the trees: The Parish Council have not heard from OCA following the permission being granted.</p> <p>CCTV: Chris gave an update on the CCTV cameras and the rerouting of them.</p> <p>Den has said that he found laughing gas canisters near the car park.</p>
11.	PUBLICITY AND NEWS ITEMS AOB
	<p>Memorial Trees: Pam wants a memorial tree in memory of her husband, lan will send Pam a list of suitable trees. Action: lan to send Pam a list of trees.</p> <p>The raffle tickets have been printed and will be distributed. Action: Pam will send round a list of items for the hamper .</p>
12)	AOB
	<p>Peter won't be at the next meeting.</p> <p>John will be on holiday from the 21st September to 6th October 2015</p> <p>The meeting closed at 9:35pm</p>
13)	DATE OF NEXT MEETING
	8 th October 2015

Signed:

Date: