

**FRIENDS OF PRIORY FIELDS**

**MINUTES OF COMMITTEE MEETING HELD ON 10<sup>th</sup> December 2015 7:30PM**

Present:                    John Bishop(Chair)  
                               Ian Read (Vice Chair)  
                               Tony Bushell (Sec)  
                               Pam Dawson  
                               Peter Nightingale  
                               Julie Norman  
                               Bob Norman  
                               Geoffrey Worricker  
                               Chris Saltmarsh (PC)

1.	<b>APOLOGIES FOR ABSENCE</b>
	Ruth Collen, Jo Britter, Peter Athey, Linden Rosam, David Oxley-Goody, Den Harvey.
2.	<b>MINUTES OF LAST MEETING AND MATTERS ARISING</b>
	<ul style="list-style-type: none"> <li>• Minutes were approved by the members present and a copy signed by the Chairman.</li> <li>• Matters arising were discussed under appropriate agenda items.</li> </ul>
3	<b>CHAIRMAN’S REPORT</b>
	<p><b>Craft Fayre:</b></p> <ul style="list-style-type: none"> <li>• We are likely to have made a profit of £1454 from the event</li> <li>• Comments from the stallholders were “mixed” and we will have to take these into account for next year</li> <li>• The wood turner is interested in any hawthorn or blackthorn wood</li> <li>• Support for next year’s event is already being offered</li> <li>• Some stallholders have requested a WiFi connection to enable them to take credit/debit card payments. Chris Saltmarsh said that the likely cost of supplying a broadband-only service to the Village Hall would be around £300</li> <li>• John was actioned to approach the Village Hall Committee with a request</li> </ul> <p style="text-align: right;"><b>ACTION : John Bishop</b></p>
4.	<b>SECRETARY’S REPORT</b>
	<p><b>Green Flag Award</b></p> <ul style="list-style-type: none"> <li>• An application for the green Flag Award needs to be completed by the end of January</li> <li>• A meeting was proposed to discuss feedback from previous applications and to discuss the history of our involvement with the awards</li> <li>• Tony was actioned to review the green Flag website and organise a meeting in mid-January to finalise our plans</li> </ul> <p style="text-align: right;"><b>ACTION : Tony Bushell</b></p> <p><b>Project Planning</b></p> <ul style="list-style-type: none"> <li>• It was suggested that we consider projects for which we would require outside</li> </ul>

	<p>funding over the next few years</p> <ul style="list-style-type: none"> <li>• One possibility was the replacement of equipment, for example the mower.</li> <li>• It was proposed to discuss committee members suggestions at the next meeting</li> </ul> <p style="text-align: right;"><b>ACTION:All</b></p>
5	<p><b>FINANCE REPORT</b></p> <ul style="list-style-type: none"> <li>• The current financial report was discussed</li> <li>• We have a residual amount form the Awards4All grant. Tony was actioned to discuss how we were to repay this</li> </ul> <p style="text-align: right;"><b>ACTION : Tony Bushell</b></p> <ul style="list-style-type: none"> <li>• The payments consolidated under ‘Various’ should be identified and the data resubmitted</li> </ul> <p style="text-align: right;"><b>ACTION : Linden Rosam</b></p> <ul style="list-style-type: none"> <li>• The money put aside for purchase of extra land behind the arch was far too low as the owner was placing a very high value on the relatively small strip.</li> </ul>
6.	<p><b>REPORTS ON WORKING PARTIES</b></p> <p><b>Working Party update:</b></p> <ul style="list-style-type: none"> <li>• During the last Working Party, the new notice board was put up and a general clearing of the East Water Meadow was carried out</li> <li>• The main jobs this month are to burn materials cleared last month, plant a memorial tree and some hedging and look at the area around the new bridge</li> </ul>
7.	<p><b>SPECIFIC ISSUES</b></p> <p><b>Management Plan</b></p> <ul style="list-style-type: none"> <li>• The 5-year plan should be reviewed; Peter to circulate current plan and will be discussed at the next meeting</li> <li>• It was suggested that we ask Living Landscapes if they have any ideas</li> </ul> <p style="text-align: right;"><b>ACTION : Peter Nightingale</b></p> <p><b>U3A Talk</b></p> <ul style="list-style-type: none"> <li>• We need to find out what they actually expect and agree a date</li> </ul> <p style="text-align: right;"><b>ACTION : Ian Read</b></p>
8.	<p><b>FUNDRAISING</b></p> <ul style="list-style-type: none"> <li>• We will be commencing our preparations for next year’s Craft Fayre. It was suggested that more committee members could get involved as there was a considerable amount of work involved</li> <li>• Holding a Quiz night was suggested as an additional event</li> </ul>
9.	<p><b>FIELD PROJECTS</b></p> <ul style="list-style-type: none"> <li>• The extension of the garage was discussed. A proposal for the extent of the work and an approximate cost should be put together</li> <li>• We will need to consider when we need to replace our vehicles</li> </ul> <p style="text-align: right;"><b>ACTION :Ian Read</b></p>
10.	<p><b>PC-RELATED ISSUES</b></p> <ul style="list-style-type: none"> <li>• Karen has had recent successes in obtaining grant money, eg the Village Green project</li> </ul>

	<p>and Danbury Juniors drainage (£20K)</p> <ul style="list-style-type: none"> <li>• We need to consider whether the Management Committee should continue in its present form. It was suggested that we make it an annual review</li> <li>• We need to liaise with the Village Hall on new signage.</li> </ul>
11	<p><b>PUBLICITY AND NEWS ITEMS</b></p> <p>None</p>
12	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Julie to purchase some Christmas cards</li> <li>• Is the mower service in the current budget?</li> </ul> <p>The Christmas meal is on the 8<sup>th</sup> December at the Brewers Arms and Den will confirm numbers and orders with them this week</p>
13)	<p><b>DATE OF NEXT MEETING</b></p>
	<p>14<sup>th</sup> January 2016</p>

Signed: .....

Date: .....