

**FRIENDS OF PRIORY FIELDS**

**MINUTES OF COMMITTEE MEETING HELD ON 11<sup>th</sup> February 2016 7:30PM**

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

1.	<b>APOLOGIES FOR ABSENCE</b>
	Geoffrey Worricker, Jo Britter, Peter Athey, Linden Rosam and Bob Norman
2.	<b>MINUTES OF LAST MEETING AND MATTERS ARISING</b>
	<p>Matters arising and actions taken from the last meeting:</p> <ul style="list-style-type: none"> <li>• Dave has been in contact with the school about the Wi-Fi and they have said that it has little coverage within the school and the Scouts have had previous problems with it. Chris has previously had discussions with the Village Hall Committee about getting Wi-Fi in the hall.</li> <li>• Craft Fayre: It has been agreed that we will not organise one this year.</li> <li>• Discussion around the tyre sealant, the mower needs to be serviced first; Ian will be in touch with Dave in the next 2 weeks.</li> <li>• The bench reserved for the FoPF will hopefully be moved on Saturday.</li> <li>• Extension of the garage: Ian to contact a surveyor, Tony will also look into possible grants for this.  <b>Action:</b> Ian to contact a surveyor regarding the garage extension.  <b>Action:</b> Tony to look at possible grants for the extension.</li> <li>• Ian has drafted a poster encouraging people to join the group; this is on the website, on the board and will be in the next In Touch.</li> <li>• The AGM will now be on 29<sup>th</sup> April 2016 – Pam has given her apologies. Our guest speaker can no longer attend so Peter has emailed Emma from Living Landscapes in relation to this but hasn't heard anything back yet.</li> <li>• John has emailed the U3A to ask if he can have a discussion about the Friends giving a presentation, John is waiting to hear back from him.</li> </ul>
3.	<b>CHAIRMAN'S REPORT</b>
	The Craft Fayre committee has decided not to put on a craft fayre this year, but there will be a quiz night with a raffle around September/October. The first meeting for this will be on 23 <sup>rd</sup> February 2016 at Jo Britter's house at 7:30pm. Dave has got a contact for a quiz master who takes care of the questions, marking and P.A system; he will get

	<p>a costing for this and this can be discussed at the meeting.  <b>Action:</b> Dave to get the details of the quiz master.</p>
4.	<p><b>SECRETARY'S REPORT</b></p> <p>Small Lotteries Licence:  In order to continue to comply with the legal requirements of the Gambling Act 2005, the two following resolutions were passed:</p> <ol style="list-style-type: none"> <li>1. Tony Bushell will take over from John Bishop as named person to act on behalf of the Friends of Priory Fields in all matters related to the gambling Act 2005, including the registration for a Small Lottery License.</li> <li>2. Ian Read and Julie Norman are appointed to sign on behalf of the Friends of Priory Fields any returns to Chelmsford City Council related to lotteries conducted by the organisation.</li> </ol>
5.	<p><b>FINANCE REPORT</b></p> <p>The books are currently with John. John handed round an up to date copy of the Budget, this was discussed.  The exceeded capital structures budget and item concerning the new boards need to be discussed further and broken down.  <b>Action:</b> John to email Tony the Budget to put it in the minutes.</p>
6.	<p><b>REPORTS ON WORKING PARTIES</b></p> <p>At the last work party a lot of blackthorn and hawthorn was cleared from the West Water Meadow. We plan to do this in the East Water Meadow.</p>
7.	<p><b>SPECIFIC ISSUES</b></p> <p>Review of 5-year Management Plan:  A draft document has been circulated; once everyone has looked over it and offered suggestions, Ian, John and Tony will meet and re draft it.</p>
8.	<p><b>FUNDRAISING</b></p> <p>Suggestion of putting on an event next summer such as another country fayre or dance but it would be weather dependant.</p>
9.	<p><b>FIELD PROJECTS</b></p> <p>Previously discussed</p>
10.	<p><b>PC-RELATED ISSUES</b></p> <p>Peter has asked if the Parish Council would buy some crushed concrete to improve the area around the barriers?   Ian has produced a design for the sign directing visitors towards the Village Hall, Priory Fields and Arch. Costings for this work would be discussed at the next meeting; Chris has had a quote from a company in Chelmsford and will chase them up.</p>
11. & 12.	<p><b>PUBLICITY AND NEWS ITEMS &amp; AOB</b></p> <p>Peter's first aid certificate runs out this year. There were discussion around renewing this or if other members could take this on; Bob and Paul were suggested.</p>

	Pam said thank you to the group for planting her husband's memorial tree. Her son-in-law came along and has said that he saw some pole cat tracks around the badger set and had some tips on dormouse habitat.
	Play in the Park: These are planned for the 5 <sup>th</sup> and 7 <sup>th</sup> April – ideas/themes of play in the park were discussed.
13.	<b>DATE OF NEXT MEETING</b>
	10 <sup>th</sup> March 2016

Signed: .....

Date: .....