

Tansley Fete Field Committee

Minutes of the meeting held at 7.30pm on the 7th of October 2024.

Venue: Fete Field Pavilion.

Present:

Andrew Bradley (AB)	Chair (FFC)
Alison Hardy (AH)	Tansley Juniors FC (TJFC)
Dave Toplis (DT)	Tansley Juniors FC
Andrew Williams (AW)	Secretary (FFC)
Steve Longworth (SL)	Treasurer (FFC)
Ruth Cooper (RC)	FFC
April Saunders (AS)	Parish Council (PC)
Brian Taylor (BT)	Parish Council
Fran Challis	Observer

1. Apologies for Absence:

Apologies were received from Helen Gordon (HG).

2. Introduction for new committee members:

- 2.1 It was reported that both Vicky Raynes and Ian Strange have resigned from the Fete Field Committee (FFC). April Saunders and Brian Taylor have joined the FFC as representatives of the PC. Both were welcomed to the FFC.
- 2.2 AB reported that Steve Longworth (SL) has agreed to become Treasurer for the FFC and was welcomed to his first FFC meeting.
- 2.3 Ruth Cooper (RC) had agreed to become a member of the FFC and was welcomed to her first meeting.

3. Minutes of the last meeting

The Minutes of the last meeting were approved.

4. Matters Arising

- 4.1 **Improvements to Disabled Toilet:** AB reported that a grant of £500 had been received for improvements to the disabled toilet. This amount will cover cosmetic work including repainting and installation of a mirror.

- 4.2 **Food Hygiene Certificate:** AB reported that Ralph Emerson (TJFC) had been in contact with DCC and is awaiting an inspection visit that should clarify what is needed to comply with certification requirements.
ACTION: AB to report back at the next meeting.
- 4.3 **Notice Board:** AB and DT have completed this task and a notice board has been installed in the FF Pavilion.
- 4.4 **Development of a Maintenance plan** (Item 3.4). It was reported that this has been started but not completed. The pavilion has few maintenance issues in the short term (with the exception of potential boiler replacement at some point within the next 5 years). However, there are concerns regarding water drainage and water undercutting the bank of the brook. The causes of the drainage problem are not currently understood and require further investigation.

Discussions continued through out the meeting that fed (directly and indirectly) into this issue, including: scope for developing the pavilion kitchen, the pavilion facilities, increased parking capacity and its general aesthetic appearance. It was agreed that improvements should be made that may encourage and facilitate a wider community use. To aid this process the FFC it was proposed to create a Development & Marketing plan covering the fete field, facilities and the pavilion.

- 4.5 **Meeting with the Parish Council to review the survey results:** This was held on the 22nd of July 2024. Minutes of this meeting have yet to be received.
- 4.6 **Storage Shed:** AB reported that money had been received for a new shed. It was agreed to erect the new shed in the new location and remove the old one. The new shed will provide essential storage and give time for a more detailed plan for future development to be created and agreed (see 4.4 above). A map showing the new location was presented during the meeting.
- 4.7 **PC and FFC insurance policies.** Details of the PC insurance policy have not been received by the FFC as a result; this item has been deferred until the next meeting.

ACTION: AS to review the constraints of the PC insurance policy for presentation of findings at the next meeting.

5. **Fete Field Committee – review and agree purpose.**

A wide-ranging discussion surrounding the role and responsibilities of the FFC. This explored, the potential of facilities provided by the Fete Field, involvement of individuals & communities and any potential geographic limitations (what did we mean by the term community?).

Some main purposes and roles were agreed and will form the basis for a mission statement for the FFC.

- Maintain pavilion & field
- Make these facilities available for events and activities that benefit the community.
- Support/enable/facilitate people to develop activities and events.
- Local community events and organisations will be given priority where possible, but usage by non-residents will be used to help support the financial viability of the facility
- To work in partnership with community led organisations and public bodies to develop the above.

ACTION: AW to draft a mission statement for FFC and circulate prior to the next meeting.

6. FINANCE Status

6.1 SL reported that he was in the process of restructuring the accounting system having recently taken over the role of Treasurer. He recommended:

- We move the financial year to the period Jan – Dec (Calendar year)
- Move to an electronic banking system where a copy of the accounts will be accessible online for members of the FFC.
- No payments to be received without an invoice prepared by the FFC (to help clarify who is paying the FFC and what the amount is for). SL would like to develop a more structured system for payments and amounts received.
- Move from a requirement of two signatures for transactions to one signature.

All recommendations were agreed.

6.2 Balance of accounts for the period stands at £11.8K

6.3 It was noted that the FFC is not VAT registered.

7. Village Survey results – what can the FFC do to increase usage?

7.1 AB presented detailed drawings of changes required to the FF to enable the provision of Cricket, Tennis (options for one court & 2 courts) and Bowls. These were found to be extremely useful and will be kept for future reference if sufficient interest is shown from community groups wishing to develop these activities. For example it was noted that while the FF is not large enough to accommodate a full sized cricket ground it might still function well for local games if there is a future desire to develop a Cricket team.

- 7.2 The FFC undertook an assessment of each activity identified by the Village survey based upon responses, permanent field impact and non-personal portable equipment needed. A table listing the results is proved as an appendix to the minutes.

8. Legionnaires Assessment.

- 8.1 AB circulated a paper to the FFC prior to the meeting. The assessment was agreed and AB was congratulated on his work.
- 8.2 A copy of the Legionnaires Assessment will be displayed on the noticeboard and reviewed annually.

9. Potential Kitchen Upgrade Grant.

Discussion of a potential grant (from Howdens) for some free kitchen units and equipment. It is not clear what this could comprise until an application is submitted.

- 9.1 It was noted that the PC (owners of the pavilion) need to agree in principle to an application before the FFC can approach Howdens for funding.

ACTION: The FFC will draw up a plan for a new kitchen to present to the PC. BT will lead on the design with input from DT & AB).

10. Maintenance Plan

This item was discussed in length under Item 4.4 above. It was noted that the any plan should also include development and marketing to be a full plan for the FFC going forward. This would include plans for the Kitchen, potential extension of the pavilion, potential for increasing car parking provision, drainage etc.

11. AOB

- 11.1 AH requested that a storage cupboard (with lockable doors) is provided for storage of cleaning materials. This was agreed.

ACTION: AH to identify a cupboard and supplier – IKEA was suggested. SL will then purchase the item online if possible.

12. Date of next meetings

Monday 9th Dec 2024
Monday 24th Feb 2025
Monday 2nd June 2025

All to be at 7:30pm in the Pavilion

APPENDIX 1

FETE FIELD COMMITTEE – SURVEY ASSESSMENT.

<u>Proposed Activity</u>	<u>Field Impact</u>	<u>FFC Assessment</u>
Football	N	Y
Village Fete/festivals/village events	N	Y
Activities for young people	?	?
Adult Exercise equipment	Y	N (Maintenance Issue).
Running/park run	N	Only the start/end
Athletics	?	?
Tennis	Y	N
Cricket	Y	P
Boules	Y	N
Crown Green Bowling	Y	N
Dog Training	N	P
Rounders	N	P
Community Gardens	Y	N
Allotments	Y	N
Archery	N	N
Outdoor Table Tennis	Y	N (have an indoor table).
Orienteering	N	P Only start & end
Walking football/rugby	N	P
Golf	Y	N
Skateboard Park	Y	N
Maypole	N	P
Bingo	N	N
Formula 1	Y	N

KEY

- N No
- Y Yes and already in place
- P Possible with minimal or no extra facilities required.