



**Draft minutes of Wellow Recreation Trustees Meeting
17 January 2018
Held at Manor Farm Barn, Wellow**

Present: Beth Jackson
Peter Gaines
Mike Clarkson
Debbie Clarkson
Lyn Doman
Bea Dowty
Andy Smith
Prakriti Karthausser
Rachel Kotchie

1. Apologies: Ollie Hartnell, Heather Andrews

1.1 BJ welcomed RK and thanked her for attending ref: Play Park update.

1.2 BJ reminded all about the information sent out by email prior to and in preparation for meeting discussions, as follows:

a) Agenda

b) Key Dates 2018:

c) Finances

d) Pavilion:

An update on the various subjects being addressed to deliver the Pavilion buildings. Subject matters:

- Water supply
- Ground works
- Pavilion Building supplier Booths
- Pavilion Team
- Building Control
- Communications

2. Projects

2.1 Play Park Project Scope & Status

- RK explained that the Play Park (PP) needs funding for safety & maintenance needs. She acknowledged that the PC has been helpful regarding this, so far. Playground designers have been consulted and agreed the PP is in general good condition. However, 2 year warranties are coming to an end and one structure may need to be condemned. Immediate repairs are in-hand or already done; the fencing also needs to be considered as this gets a lot of 'action' too!
- DC asked when the last check was done and the next is due. RK is unsure.
- PK felt a decision needed to be made on a base design.
- PG felt a phased replacement may be needed
- BD commented that the Sports Pavilion will attract families, increase use of the PP and that the use of volunteers will make it more sustainable, long term.
- LD voiced concern about water ingress onto the PP and asked if this had been considered. This was discussed but no resolution established.



2.1.1 Moving forward:

- Scope of the project can vary.
- Ask B&NES for repeat inspection and timeframe for works needed **Action: DC**
- £17k-18k – project estimate replaces equipment, does not remodel.
- Children enjoy the informal aspect of PP. All felt this should be kept.
- Plan a Music Event on the field, 1 September; evening of the Flower Show.
- Request Gordon Lewis (solid structures maker) cost a structure. **Action: PG**
- Set-up a Wellow Play Park committee attached to WR and led by RK & PG.
Include: Magic Box, Village School, Parish Council, a youth rep and parents.
Action: BJ, RK & PG
- Conduct consultation, discussion & awareness, via Village Hall display of plans.

2.2 Pavilion Delivery & Budget Status

2.2.1 Prior to meeting, Trustees had updates on following items being addressed:

a) Water Supply - Chris Wordsworth asked BJ to give Trustees the clarified position on the water supply:

- DC and AS met Jake from Bristol water on Thursday morning. They explained that the mains supply comes up a private pipe from the road below where the water meter is situated and showed him the two ends of the blue water pipe: one by the village hall, the other by the location of the Pavilion. We will connect up with a sub-meter near where the lower pipe is situated. At the other end, we anticipated having a tap in the Pavilion and a separate WC facility. He was informed that we may, from time to time, wish to irrigate the football pitch though due to cost pressures this is unlikely to be very frequently. AS explained that the owner of all the property was the Wellow Parish Council. The ground work would be carried out by Dave Lucey's and the plumbing by Aquamain <https://www.aquamain.com/>.

Jake responded by making the following points: Bristol Water was not interested in what we do on private land. He said that we should only notify Bristol Water (new supply team) that:

- a) He (Jake -BW) had agreed that it was fine to extend the water supply. But,
- b) We would advise BW if the land was sold off to a third party as they would need a new supply.

We should therefore advise BW that we are just extending our water supply pipe but all within the remit of the Parish Council owned land. Stating that in the unlikely event the land was sold off the PC would advise them.

Action: PC Secretary to write such a letter to BW

- Water Pressure test – AS informed Jake that the plumbing firm doing the work were Aquamain, he immediately responded by saying a pressure test was not necessary and certainly not with Aquamain doing the work.



b) Ground Works

- Chris Wordsworth (now on extended leave until late Feb) anticipates the groundwork to be carried out 5-7th March. He has sent the H&S requirements to the contractor (and Booths) and advised them of the importance of the village hall users. Chris will liaise further in due course with the Village Hall Committee and Magic Box to minimize any inconvenience.

c) Pavilion suppliers - Booths

- Members of the team met up with Booths (Pavilion/WC supplier) on Monday 8th January. The Pavilion and WC positions were set out - you can see the various posts in place. Issues such as disabled access, doors and windows etc were discussed and addressed. Booths will update their layouts for minor changes upon which the PC can release its £100 deposit payment. The delivery of the building to site will be Monday 19th March with work taking place up to 26th March - Booths will need the west side parking bays and if possible the first 2 north bay parking slots for vehicle access in the initial stages. We would greatly appreciate this from the VHC.

- The structures will be delivered to site on the Monday (after 9.30am) whereby they will be moved up to the Pavilion site. We do not anticipate too much disruption as these are prefabricated steel structures fitted together on site.

- The Pavilion team is now extremely busy working on internal layout and operations of the buildings - no small task.

d) Building Control

- Chris Wordsworth and DC have been in contact with Building Control to ensure full compliance. DC will continue this process in CW's absence and Dave Workman will also provide support, as and when required.

e) Contractor payments

- DC will seek Wellow PC support in being able to pay suppliers in good time. For instance: Building Control needs a cheque payable in advance of their work commencing. This will need to be addressed.

f) Communication

- AS will shortly put an email out to the Parish post and a brief for the newsletter to keep the community informed.

- Next Pavilion Group Meeting is Friday 19th January 2018.

2.2.2 Trustees viewed plans for access arrangements. Discussed:

a) going through courts to get to storage

b) going through Pavilion to get to storage

All preferred option (b), unless a route can be established via veranda.

- AS stated disabled access currently being looked into and yet to be resolved.

- BT/Telecoms problem discussed re costings and access for works.

- BD queried roof rain water run-off arrangements. AS stated nothing in place to deal with this; water to drain directly onto ground considered sufficient.



- AS presented plans for inside layout, reported on costings and progress to-date
- DC showed and explained a plan for the kitchen layout.
- LD asked if there is to be a dustbin for the pavilion – discussed but not resolved.
- BD suggested a 'Pavilion list of needs' be drawn-up for local people to be able to get involved at any level of gifting; from a spoon to a TV. AS stated a Localgiving page is being set-up to this end.

3. Funding

3.1 Play Park

- RK stated a need for on-going funding program for maintenance/replacement
- Funding to be sought later in the year: Big Lottery and Corporate, backed by local fundraising via Community Chest etc. **Action: PG & AS**
- Agreed we need to put in a decent bid to the big lottery and look at other grants that will help us get to the total finances required for the project – Est @ £30k
- AS stated we need to build credibility by local fund raising actions first.
- PG has found some good funding opportunities to apply for; including a company that has 5 million available for community projects and playparks.

3.2 Pavilion

- Budget anticipated: Income: £98,500 Expenditure: £93041.24
- Corporate Sponsorship Status:
- AS explained a corporate sponsorship brochure is being prepared by Peter Downey and showed Trustees the first draft of this. BD offered to help with it.
- BJ asked how the money generated will be distributed/organised. AS said it will be divided between Pavilion running costs and Children's Play Park.
- BJ stated that thought will need to be given to how the money is allocated across the areas of WR, via formal proposal regarding the funds raised. This was discussed and deferred to a later date.
- AS stated Lottery funding bids need to be targeted to relevant user groups. This would require facts ie 'one of the best 5 in area' and an audit of users: number, where they are from, what would increase use.

3.3 Wellow Recreation

3.3.1 Income & Expenditure 2016/17

- MC went through the I & E accounts in detail.

Summary:

Income	11,436.23	
Expenditure	2862.21	
Liabilities	850.00	(field maintenance- 2017-18)
Ring fenced	2321.70	
Free cash	5,402.32	

3.3.2 Sport Contributions 2016/17

- MC went through the sports contribution accounts in detail.

Summary:

Income	7673.83
Expenditure	2350.00
Balance	4211.62
Ring fenced	2321.70



3.3.3 2018 Budget

- MC went through the 2018 Budget (preliminary) in detail.

Summary:

Income	4050.00
Expenditure	6017.56 (includes 2000 to WPC for Pavilion)
Surplus	32.44
Normal Surplus 2017	6574.02
Final Cash balance	<u>6606.46</u>

3.6 Charity Commission

- MC confirmed he is in process of sending accounts to Charity Commission.

3.7 Pavilion Contribution

- MC proposed a contribution to PC for Pavilion funds of £2,000.
- BD seconded.

- Motion passed by all.

4. Field Management Group

4.1 Field Status & Update on usage

- MC confirmed the drainage works coped well with the heavy rains experienced; the fencing is aiding the recovery of the grass.
- LD confirmed the drain at far end of field had been cleared.
- Agreed to request volunteers via email/Parish Magazine. **Action: DC**
- Usage on field during winter is minimal. Boules and Tennis are main users.

4.2 Field Management Group update

- MC to agree with sports groups that they need to attend to general, day-to day maintenance for their own area on the sports field. **Action: MC**

4.3 Field Checklist

- LD suggested a list be drawn up of jobs needed on playing field and people with skills needed to deal with them.
- MC is drawing up a list of all routine maintenance tasks on the playing field and play park with frequencies, so we can check which are carried out by B&NES, which by the sports groups themselves and which need to be done by volunteers with a rota. **Action: MC**

4.4 FMG Members

- BJ asked RK to join the FMG to represent the play park interests: RK Agreed.
- BD requested that a tennis member be appointed to FMG asap.

5. Admin

- ### 5.1 Minutes of the Oct Meeting: approved by the trustees.



5.2 Trustee Meeting Dates 2018

- BJ asked all to note the following dates and stressed importance of attendance:

22nd March reserved for AGM – Village Hall confirmed
24th May
19th July
20th September
15th November
6th December – Christmas meal (optional)

5.3 WR - AGM

- Proposed attendees – Ron Humphries (Outdoor Theater).
 - Hort Soc representative (Flower Show) **Action: BJ**
- Trustees will need to consider whether they are continuing. **Action: All**
- BJ to remain as Chair and stand down as Secretary.
- PG to take on Vice-Chair as an official role – All agreed.
- AS will no longer be an invited guest and to become a Trustee - All agreed.
- PK stated she will be standing down. BJ thanked for her work on behalf of WR.
- BJ stated PC Trustee rep's need to be re-appointed this year – All agreed.
- BD to cover as Secretary until AGM; with possible continuance after it.
- BJ would welcome a new trustee with an interest in social media to join WR.

5.4 Points to be covered at AGM

- Chair statement
- Treasurer statement
- Other officers – report on roles
- Key successes
- Community chest
- Sports leaders reports
- Pavilion report
- Plans for 2018 and how to get more children playing

5.5 Publicise AGM

- DC to publish communications for WVT, WR and PC to interested parties.

Action: DC

6. AOB

- LD raised queries on behalf of the Hall Committee regarding the water/sewage and pavilion. AS and DC explained that the connections to water mains and into the main sewer will not impact on the facilities at the Village Hall.

7. Next Meeting

22nd March – AGM at Wellow Village Hall

24th May 2018
19th July 2018
20th September 2018
15th November 2018
6th December - Christmas Meal