

**Minutes of the Meeting of the King George V Playing Field Charity (1086033)  
Management Committee held on the 6<sup>th</sup> June 2018  
at the Civic Centre, King Street, Enderby at 7:00pm**

**Present: Cllr. N. Grundy (Chairman)**

Councillors: J. Eaton, R. Geisler, Ms. T. Green, Mrs. J. Hall, J. O'Sullivan.

The Clerk, Ms. S. Hansford and Deputy Clerk, Mrs. S. Stearn, were also present.

**1/18 Trustees' Attendance and Apologies**

None.

**2/18 Declarations of Interest by Trustees and Officers**

None.

**3/18 To Receive and Approve Requests for Dispensations on matters which Trustees have a Disclosable Pecuniary Interest**

None.

**4/18 Chairman's Announcements**

None.

**5/18 To Receive the Minutes of the Meeting Held 11<sup>th</sup> April 2018**

The Minutes of the Meeting of the King George V Playing Fields Management Committee held 11<sup>th</sup> April 2018, were considered for accuracy.

**RESOLVED:** That the Minutes of the meeting held on the 11<sup>th</sup> April 2018, be signed, as a true and correct record.

**6/18 To Receive Enderby Events Committee Reports: -**

- 27<sup>th</sup> March 2018
- 30<sup>th</sup> April 2018

**RESOLVED:** That the reports be received and noted.

**7/18 Enderby Fete – 1<sup>st</sup> September 2018: -**

**a) Funding Applications: -**

**i) Enderby Parish Council**

**RESOLVED:** That a revenue grant application for £600 be made to Enderby Parish Council.

**ii) Blaby District Council**

**RESOLVED:** That a revenue grant application for £300 be made for a Community Grant to Blaby District Council.

**iii) Leicestershire County Council**

**RESOLVED:** That a revenue grant application be made to Leicestershire County Council for £100.

**iv) Co-operative Group**

**RESOLVED:** That a revenue grant application for £500 be made to the Central England Co-operative.

**RESOLVED:** That the Clerk be authorised to sign the grant applications.

**b) Sponsorship Requests**

**RESOLVED:** That written sponsorship requests be sent to as many local businesses as possible to include Fosse Park and that for the purpose of a clear audit trail the Clerk be copied in to all correspondence.

**c) Fees to be set for Stalls (Community/Traders/Vendors etc.)**

**RESOLVED:** That the fees be applied as follows:

Voluntary Sector/Community Stalls: £15

Trade Stall: £25 plus donation for the raffle

Food/Drink/Games: 15% of profit.

There was a lengthy discussion regarding the financial arrangements and the handling of income and expenditure for the fete. The Clerk advised that income and expenditure should be kept completely separate and that it is not possible to use the income received directly to pay for items of expenditure. All income needs to be paid in as soon as possible to the King George V Playing Fields Account without the deduction of any expenses. Expenses incurred prior to the receiving of income from Stall Holders must be covered by money that has been received from Grants.

It was confirmed that VAT may not be reclaimed by the King George V Playing Fields Charity and that the Charity does not currently have a Bank Card facility by which to make purchases.

**RESOLVED:** That the Clerk investigate the option of opening a Bank Card facility for the King George V Playing Fields Charity.

**RESOLVED:** That a detailed spreadsheet be kept itemising all income received and all income to be paid into the King George V Playing Fields Account as soon as possible. Expenditure is to be taken from the Grants funding received for this purpose. Invoices and Pro-forma invoices are to be paid by cheque or Direct Credit as necessary.

**d) Sponsorship of Raffle Prizes**

**RESOLVED:** All trade stallholders will be asked to donate a prize.

**e) Licencing Applications: -**

**i) Temporary Events Licence Application**

Application to be submitted to Blaby District Council <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/blaby/apply-1>)

**RESOLVED:** That an application be made to Blaby District Council for a Temporary Events Licence to be authorised for submission by the Clerk.

**ii) Rivals Markets Licence**

Application to Leicester City Council <http://www.leicestermarket.co.uk/>

Cllr. Ms. T. Green had been in contact with Leicester City Council and was advised that a Rivals Markets Licence is not required.

**RESOLVED:** That no further action be taken.

**iii) Small Society Lottery Licence**

Advance Printed Ticket Sales <http://www.gamblingcommission.gov.uk/for-the-public/Fundraising-and-promotions/Fundraising/Small-society-lotteries.aspx>.

**RESOLVED:** That no further action be taken.

**iv) Gambling Commission**

Lotteries and Raffles <http://www.gamblingcommission.gov.uk/for-the-public/Fundraising-and-promotions/Fundraising/Lotteries-at-events.aspx>.

**RESOLVED:** That no further action be taken.

**f) Hiscox Insurance Requirements: -**

**i) 3<sup>rd</sup> Party Public Liability (5 Million)**

Professional Vendors will need to have their own public liability insurance (minimum £5m).

**RESOLVED:** That all Professional Vendors be asked for a copy of their Public Liability Insurance Certificates to be kept on file.

**ii) 1<sup>st</sup> Aider (1 per 100)**

**RESOLVED:** That St John's Ambulance be contacted to provide First Aid cover for the day.

**iii) Marshalls (1 per 100)**

**RESOLVED:** That Volunteers be sought as Marshalls.

**iv) Event Poster**

Cllr. R. F. Geisler had designed the event posters.

**RESOLVED:** That posters be produced in both A3 and A4 sizes.

**v) Risk Assessment**

A Risk Assessment formerly approved by the Health & Safety Executive is available for use as a template.

**RESOLVED:** That a Risk Assessment be prepared by Cllr. Ms. T. Green and Cllr. Mrs. J. Hall who is trained to carryout Risk Assessments.

**g) Invitations**

**RESOLVED:** No invitations to be issued.

**h) Risk Assessment**

Refer to item f) v) above.

**i) Banner Publicity**

Cllr. R. F. Geisler had designed a banner and researched prices to produce them. For a minimum of 3 No. banners the price will be £74.52 (£20.70+ VAT each).

**RESOLVED:** That Cllr. R. F. Geisler be authorised to spend up to £80 on 3 No. event banners.

**8/18 Authorisation of Accounts**

None.

**9/18 Date of Next Meeting – 27<sup>th</sup> June 2018**

**MEETING CLOSED 19:44 PM**

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**CHAIRMAN**  
**27<sup>th</sup> June 2018**