

**Minutes of the Meeting of the King George V Playing Field Charity (1086033)
Management Committee held on the 11th December 2019
at the Civic Centre, King Street, Enderby at 7:00pm**

Present: Cllr. N. Grundy (Chairman),

Councillors: D. Castleman, V. Ellis, R. F. Geisler, Ms. T. Green, Mrs. J. Hall, R.W. Hunt, J. Jones, W. Hetherington, J. O'Sullivan, Mrs. C. Adcock, P. McNeil.

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

28/19 Members' Attendance and Apologies

Apologies were received from Councillors: N. Holt, J. Eaton, Mrs. S. Conway, F.O'Rorke.

29/19 Declarations of Interest by Members and Officers

None.

30/19 To Receive and Approve Requests for Dispensations on matters which Members have a Disclosable Pecuniary Interest

None.

31/19 To Receive the Minutes of the Meeting Held 11th September 2019

The Minutes of the Meeting of the King George V Playing Fields Management Committee held 11th September 2019, were considered for accuracy.

RESOLVED: That the Minutes of the meeting held 11th September 2019, be signed, as a true and correct record.

32/19 Chairman's Announcements

None.

33/19 To Confirm Completion of Maintenance of Enderby Bowls Club's Green and Confirm Appointment of Alternative Contractor

The King George V Playing Fields Charity is in receipt of the Bowls Club's 50% contribution towards the maintenance of the Bowling Green.

Formerly the appointed contractor was 'The Green Machine' however, the Club had advised that 'The Green Machine' was not prepared to carry out this work for the sum formerly approved of £1,600 and an alternative contractor had therefore been sought by the Club.

The Club's chosen contractor is 'Renovate'. Payment of £1,600 was made to 'RENOVATE' on this basis.

RESOLVED: That the 2019 maintenance of Enderby Bowls Club's Green be noted to have changed from 'The Green Machine' to 'RENOVATE' and payment of £1,600 be approved and change of contractor noted.

34/19 To Consider Enderby Lawn Tennis Club's Lease Renewal

a) Charity Commission Advice

The Charity Commission has been advised that the King George V Playing Field Charity 108633 is in the process of renewing its lease with Enderby Lawn Tennis Club.

It has been confirmed by the Charity Commission that it is for the Management Committee, following advice from its appointed professional advisor, to be satisfied that it has complied fully with the requirements of sections 117-121 of the Charities' Act 2011, and if it cannot comply then to provide information to the Charity Commission as to why.

Similarly, it is a decision for the Management Committee to make with regards to the terms of the lease and the request to remove any restrictions. Decision making guidance has been provided. This has been circulated to Members.

The Charity Commission also advises that the Management Committee needs to be mindful that it always acts in the best interests of its Charity.

On this basis a Registered Institute Chartered Surveyor (RICS) is required to be appointed by the Charity.

b) Appointment of RICs Chartered Surveyor

Quotations were sourced in 2017 for a Registered Institute Chartered Surveyor to complete an independent rental evaluation in respect of the Enderby Lawn Tennis Club's Lease renewal and supply its independent report for submission to the Charity Commission in compliance with the Charities Act 2011 sections 117-121. The following quotations were received in 2017: -

| | | |
|--------------------------------|--------------------------------|------------------------------|
| Quotation 1 £400+VAT | Quotation 2 £950+VAT | Quotation 3 £1,800 |
|--------------------------------|--------------------------------|------------------------------|

Each has subsequently been contacted to confirm their original quotations stand. Quotation 1 and 2 have remained unchanged. There is yet to be a response from Quotation 3.

| | | |
|----------------------------------|--------------------------------|------------------------------------|
| Quotation 1 £400 + VAT | Quotation 2 £950+VAT | Quotation 3 No response. |
|----------------------------------|--------------------------------|------------------------------------|

RESOLVED: That Quotation 1 (Readings Property Group) be appointed to complete its independent review of the Enderby Lawn Tennis Club 35 year lease renewal with proposed amendments to the terms of public use and independent assessment of the rental charge to be applied.

35/19 To Receive Annual Playground & Risk Assessments for the Charity's Recreational Areas & Consider Maintenance Requirements in respect of: -

a) Outdoor Gym

There are no areas of concern. Items are recorded to be of Low or Medium Risk with advisories relating to future maintenance requirements and referral to the original supplier Sovereign Play and Design Systems Ltd.

b) Children's Fenced Play Area

Surface shrinkage has once again occurred beneath the swings despite repair. It is recommended that this is cut back and replaced to avoid potential trip hazards or vandalism and that an external company be approached to complete this work. The Senior Groundsman has confirmed this requires a specialist repair.

The cost quoted to complete this work is broken down as follows: -

| QUANTITY | PART NO. | PLAY AREA | DESCRIPTION | £ | TOTAL |
|----------|----------|-----------|------------------------------|-------|-----------------------|
| 8 | 6130-200 | Mill Lane | Wetpour Repair Kit | 56.00 | 448.00 |
| 9 | 6130-201 | Mill Lane | Top Layer Wetpour Repair Kit | 56.00 | 504.00 |
| | | | Labour | | 675.00 |
| | | | Total | | £1,627.00 +VAT |

Due to the costs associated with the supply of parts alone it is recommended that a specialist repair be considered and comparative quotations be sought.

RESOLVED: That comparative quotations be sought for the repair of the Wetpour safer surfacing at King George V Playing Field, Mill Lane.

36/19 To Receive Tree Survey Report and Consider Completion of Priority 1 Works

Remedial Health and Safety works are required to be completed within 3 months amounting to £870.00+ VAT covering a variety of trees within the area.

Leicestershire County Council has advised that if these works are undertaken by Enderby Parish Council's Groundstaff the existing Tree Survey will not record this work which is system generated. However, if the Groundstaff are required to undertake this work the Charity may annotate the document confirming when the works have been completed for health & safety and insurance purposes.

On review the Parish Council's Groundstaff may undertake Priority 1 works to trees 2,3, 4, 5, 8, 46, 62, 85, 86,87, 93, 94, 95, 96, 97, 98, 99.

As the Groundstaff are not trained at height Priority Work to trees 26 and 60 will need to be completed by Leicestershire County Council.

A decision has to be made in the best interests of the Charity. The cost for Leicestershire County Council to complete Priority work to tree 26 and tree 60 is £335.24. Enderby Parish Council will invoice the King George V Playing Fields for the additional Priority 1 works to be completed.

RESOLVED: That Leicestershire County Council be appointed to complete all work to the trees at King George V Playing Field, Mill Lane at the total cost of £1,044.

37/19 To Receive Working Party Reports: -

a) Woodland Development Working Party Report – 25th September 2019

Members are in receipt of a copy of the Woodland Working Party Report of its site meeting at King George V Playing Field, Mill Lane (See attached).

Tree Survey

The King George V Playing Fields Management Committee commissioned a Tree Survey at the cost of £400 from Leicestershire County Council. Topographical plans are included.

Ecological Survey

The Working Party has requested an ecology survey. Should the Committee require this type of survey to be undertaken this will need to be approved.

The Charity has limited funds available to it without Parish Council's support and so costs associated with the ecological survey will need to be approved by the Charity in advance of progressing this request. It was felt therefore on balance the proposal for an ecological survey was not good use of time or charity funds and as such no further action should be taken.

RESOLVED: That (1) the Woodland Development Working Party report be received. (2) That no further action be taken in respect of an ecological survey.

b) Enderby Village Fete Working Party Report – 7th October 2019

Members are in receipt of a copy of the Enderby Village Fete Working Party Report of its meeting held 7th October 2019 (See attached).

c) Enderby Village Fete Working Party Report – 21st November 2019

Members were in receipt of the Enderby Village Fete Working Party report of the 21st November 2019. It was noted that a proposal had been made for an application to be made to Everards Made Local Fund for a £2,000 grant towards the purchase of a PA System. Members were advised a grant application had been submitted by a Member due to the deadline without prior authorisation and Members were advised this action was taken contrary to approved procedures.

It was stressed by the Clerk that Working Parties have no legal remit other than to gather information and submit recommendations to the King George V Playing Fields Charity Committee. Once approved, any actions would be taken by the Clerk under delegated authority.

Members agreed that the grant application, submitted without the formal approval of the King George V Playing Fields Management Committee, should be withdrawn from the Everards Made Local Fund.

RESOLVED: That the grant application to Everards Made Local Fund for a PA System be withdrawn.

Some disappointment was expressed that the Working Party minutes of the 7th October 2019, submitted by the Enderby Village Fete Working Party, do not accurately depict how successful the event had been or celebrate the hard work and commitment offered by Members and volunteers on the day of the event.

It was also noted the Working Party report of the 21st November 2019 infers that following the Enderby Fete social media campaign to recruit new volunteers had failed to enlist new volunteers and that future events would be wholly dependent upon recruiting 10 volunteers from the community.

There was a general feeling that with the continued support of Enderby Parish Council the event would be repeated (5th September 2020) as the Working Party had worked hard to re-establish this enjoyable event for the Community.

The Committee confirmed it would like to see this community event continue in the future supported by Enderby Parish Council.

RESOLVED: That a grant of £600 be requested from Enderby Parish Council in support of the Enderby Village Fete 2020.

38/19 To Consider Suitability of Height Restrictive (Swing Bar) and Dragon's Teeth Barrier Security at the Entrance to King George V Playing Field, Mill Lane

Initial investigation into enhancing the security at King George V Playing Field, Mill Lane, with a Height Restrictive (Swing Bar) and Dragons Teeth Barrier identified the following: -

1. Swing Bar Height Barrier is the preferable option, however this may also potentially become damaged leading to expensive repairs.
2. Dragon's Teeth/Sharks Teeth may be surmounted with the use of a piece of board and these are also a trip hazard in public areas leading to potential injury claims.
3. Bollard Replacement – these could be upgraded to a key system making it more difficult to bolt crop the lock.

Quotation 1

Option 1

A scheme to include a Height Restriction Barrier with swing bar and latch post with 2 no. manual bollards (key operated) would cost approximately £8,964.00 including groundwork installation.

Option 2

A scheme to include a Height Restriction Barrier with swing gate/swing arm barrier and latch post would cost £5,832.00 including groundwork installation.

Quotation 2

Option 1

Indicative prices for a scheme to include a Height Restriction Barrier with swing bar and shark teeth without installation is £3,414.00.

Option 2

Indicative prices for a scheme to include a Height Restriction Barrier with Swing Bar without installation costs is £3007.50.

Quotation 3

A third quotation was sought but it was later discovered that this was a partner company.

Quotation 4

No response received.

Any security measures may be surmounted with enough acumen or force. However, the simplest and most cost effective measure would be to replace the existing bollards with a key operated system and height restrictive barrier with swing bar.

Members need to consider the preferred option in order to allow for comparative quotations to be sourced.

Due to there being no historical evidence of illegal encampment at King George V Playing Field, Mill Lane, other than the incident in 2019, it was agreed that this matter should be held in abeyance due to the high costs associated with implementing a scheme, which could ultimately be breached/damaged attracting additional costs in maintenance for the Charity.

RESOLVED: That this matter be held in abeyance.

39/19 To Consider Submission of Maintenance Grant Request to Enderby Parish Council for the 2020/21 Financial Year

The Charity holds £6,457 represented by: -

| | |
|--------------------|----------------------|
| Current Year Fund | £1,723 |
| General Reserves | £2,511 |
| EMR – Enderby Fete | <u>£2,223</u> |
| | <u>£6,457</u> |

Enderby Parish Council provided an Annual Maintenance Grant to support the Charity which was set at £2,500 in the 2019/20 Financial Year.

Anticipated Expenditure 2019/20

| | |
|-----------------------------------|-------------------------|
| BDC Grasscutting (Bal.) | £ 600.00 |
| LCC Priority 1 Tree Work | £1,044.00 |
| Repairs to Wetpour | £1,952.40 |
| EPC Maintenance Invoice (2019/20) | £2,222.95 |
| RICS Chartered Surveyor | <u>£ 480.00</u> |
| | <u>£6,299.35</u> |

Income 2020/21

| | |
|--------------------------------------|---|
| Bowls Club Rent | £1,150 pa |
| Bowls Club Maintenance Contribution | £ 800 (50% maintenance) |
| Enderby Lawn Tennis Club Rent (Est.) | <u>£ 750 pa</u> (subject to formal approval of Charity Commission based on RICs report) |
| Est. Income | <u>£2,700 pa</u> |

Anticipated Expenditure 2020/21

| | |
|--------------------------------|-------------------------|
| Bowling Green Maintenance | £1,600.00 |
| BDC Grass-cutting | £ 900.00 |
| EPC Annual Maintenance | 2,300.00 |
| Equipment Repairs (Estimate.) | £1,000.00 |
| Insurance | £ 491.70 |
| Annual Independent Inspections | <u>£ 144.00</u> |
| | <u>£6,435.70</u> |

RESOLVED: That a further Maintenance grant request of £1,500 be sought from Enderby Parish Council to support the King George V Playing Field Charity in the 2019/20 Financial Year.

RESOLVED: That a Maintenance grant of £5,500 be sought from Enderby Parish Council for the 2020/21 Financial Year.

40/19 To Consider Funding Applications to support the 'Into the Woods Project'

There is potential once the 'Into the Woods Project' has been approved for grants to be made. There is currently funding available from: -

- a) Leicestershire County Council: Shire Environment Grant
- b) Aviva Community Fund: Environment Grant

It was agreed that grant applications should be made to other bodies to support the 'Into the Woods Project' once a scheme has been developed and approved by the Committee.

RESOLVED: That the 'Into the Woods Project' proposal be considered at the next meeting of the King George V Playing Fields Charity 8th April 2019.

41/19 Authorisation of Accounts

Members were in receipt of a report on the Accounts paid since the date of the King George V Playing Fields meeting held 11th September 2019 (Payments made from 12th September 2019 to 11th December 2019), along with the following reports: -

- Bank-Cash and Investment Reconciliation as at 30th September 2019.
- Detailed Income & Expenditure by Budget Heading up to 30th September 2019.

- Bank-Cash and Investment Reconciliation as at 31st October 2019
- Detailed Income & Expenditure by Budget Heading up to 31st October 2019.
- Bank-Cash and Investment Reconciliation as at 30th November 2019.
- Detailed Income & Expenditure by Budget Heading up to 30th November 2019.

RESOLVED: That the Accounts and Payments, as detailed in the schedules attached to and forming part of these minutes, be approved for payment.

Invoice #3 raised by Enderby Parish Council for Annual Maintenance carried out during 2019/20 Financial Year on behalf of the Charity has been received. This amounts to £2,222.95.

RESOLVED: That Enderby Parish Council's Annual Maintenance Invoice amounting to £2,222.95 be paid.

RESOLVED: That the Accounts and Payments, as detailed in the schedules attached to and forming part of these minutes, be approved for payment.

42/19 Date of Next Meeting – 8th April 2020

MEETING CLOSED: 7:29 PM

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CHAIRMAN
8th April 2020

ACCOUNTS AUTHORISED BETWEEN 12TH SEPTEMBER 2019 AND 11TH DECEMBER 2019

Date: 11/12/2019

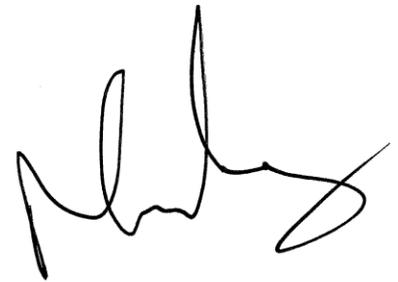
King George V Playing Field

Page 1

Time : 11:38 AM

Barclays Account - 33442691**Payments made between 12/09/2019 and 11/12/2019**

| <u>Date</u> | <u>Payment Reference</u> | <u>Payment Detail</u> | <u>Net Amount</u> | <u>VAT Amount</u> | <u>Total Amount</u> | <u>VAT Code</u> |
|-------------------------------|--------------------------|---------------------------|-------------------|-------------------|---------------------|-----------------|
| Barclays Bank | | | | | | |
| 07/10/2019 | CHARGES | Commission 13/08-12/09/1 | 20.50 | 0.00 | 20.50 | OTS |
| 04/11/2019 | COMMISSIO | Charges Period 13/09- | 7.65 | 0.00 | 7.65 | OTS |
| | | | 28.15 | 0.00 | 28.15 | |
| Blaby District Council | | | | | | |
| 15/10/2019 | DD | Mill Lane Grass Cutting | 300.00 | 0.00 | 300.00 | OTS |
| Renovate | | | | | | |
| 13/11/2019 | 100037 | Bowling Green Maintenance | 1,600.00 | 0.00 | 1,600.00 | OTS |
| Wicksteed Leisure Ltd | | | | | | |
| 09/10/2019 | 100036 | Annual Park Inspection | 144.00 | 0.00 | 144.00 | OTS |
| | | | 2,072.15 | 0.00 | 2,072.15 | |



**Minutes of Enderby Fete Meeting
7th October 2019 (19:30 Hours at New Inn Public House, Enderby)**

Attendees:

Jeremy Eaton (JE)
John O'Sullivan (JOS)
Tracey Green (TG)
Roger Geisler (RG)
Viv Ellis (VE)
Nick Ellis (NE)
John Jones (JJ)

Discussions:

1. Reflection of Enderby Fete 2019

Traffic Management on the day was an issue. Exploration of improvements towards traffic management for Enderby Fete 2020 required. A further suggestion was that traffic management personnel are provided with walkie-talkies to enable communication to assist in this regard.

Activities at the Fete – It was considered that there was not sufficient time within the programme to run the traditional games planned for the day. In addition, more activities were generally required.

Raffle – More emphasis required on the raffle. Prizes for 2020 need to be sorted out sooner to enable raffle tickets to be prepared well in advance and sold prior to the event. Improvement required on the Fete day in terms of a proper stall to sell raffle tickets.

Improved PA System required. Action for JJ - To explore his contacts to source a PA System for the 2020 Fete.

Stalls – A number of stall holders did not turn up to the event, and as such this reflected in a lack of stalls (numbers and variety) and loss of revenue towards the cost of the event. Action – We need to explore options for payment in advance to ensure revenue is not lost. Payment of % of proceeds varied from non-stall holders. This needs to be addressed going forward.

Volunteers – More volunteers required. Action for JE – Place an Advert on Facebook to encourage more volunteers from the local community to join the Organising Committee. Also, t-shirts for helpers are required for 2020 Fete day so it is obvious who is working at the event.

Bank Account – It was suggested that we perhaps explore options for an Enderby Events bank account to improve independence re banking, etc.

Enderby Band – They did not perform in 2019. Explore booking them early for 2020.

Things that went well:

- Weather
- Turn out of local community
- Activities – Tug of War, Wether, Dog Show and Dance Group.

2. Funding:

TG outlined that the budget for the Enderby Fete 2020 is currently circa £700.00, based on the profit from the 2019 Fete.

Action for All – Explore funding options for 2020 (e.g. Sponsorship/Grants).

3. Stalls

Action for All - Explore interested parties as soon as possible. A spreadsheet for recording stall holders, etc. is required going forward.

4. Sponsorship/Prizes

Action for All - To contact local companies for either sponsorship, prizes or both.

5. Actions:

See above.

6. Date of Next Meeting:

21/11/2019 @ 19:30 hours (New Inn Public House, Enderby)

7. AOB

Landlord of New Inn PH advised the group of the availability of Everards Brewery funding. The deadline for submissions is 8th December 2019. To consider further at the next meeting.

**WOODLAND WORKING PARTY REPORT – SITE MEETING 25TH SEPTEMBER 2019
COMMUNITY SPACES (INTO THE WOODS...)**

PRESENT: Andrea, Jeremy, Tracy, Judy.

Site Visit – 25th September 2019

Site meeting held at King George V Playing Field 25th September 2019.

AGREED: Woodland is a great community space which is currently underused.

VISION:

- **Add vision here**

NEXT STEPS:

- Request Tree Survey, topographical & ecological survey (SH).
- Approach both schools to seek their views (TG)
- Scope grant applications to improve the space (All)
- Research other good places using woodland play space (All).

DATE OF NEXT MEETING: To be set after Tree Survey complete.

**Minutes of Enderby Fete Meeting
21st November 2019 (19:30 Hours at New Inn Public House, Enderby)**

Attendees:

Jeremy Eaton (JE)
Viv Ellis (VE)
Melanie Rose (MR)

Apologies

Nick Ellis (NE)
Tracy Green (TG)

Discussions:

1. Welcome & Introductions

Following the previous Social Media campaign to recruit new volunteers to the Enderby Fete Organising Committee, following the departures of Roger Geisler and Judy Hall in October 2019, we were able to welcome MR to the Organising Committee.

2. Success of Social Media Campaign/Recruitment of New Volunteers/Future of Enderby Fete

Despite the addition of MR to the Organising Committee, which was considered a success in itself, based on the low turnout from the local community at the meeting, it was agreed that further volunteers would be

required to assist in the planning of next year's Fete. Based on the low turnout of current volunteers at this meeting, it was established that the extent of planning/preparation required would be too much for the existing level of volunteers.

The conversation then lead to opportunities to increase the level of volunteers. MR suggested writing to local community groups to seek volunteers, and to specifically invite them to the next meeting. JE to action this with the assistance of VE and MR.

In the event that no further volunteers join the Organising Committee by the next meeting, and we fail to have an Organising Committee of at least 10 members, it was confirmed that the Enderby Fete would no longer continue into 2020.

3. Funding:

During our meeting on 7th October 2019, the Landlord of the New Inn PH advised us of the opportunities to apply for 'Everards Made Local' funding.

Following discussions, it was agreed that JE would submit a funding request, towards the cost of a PA System for the Enderby Fete (and other local events), which is to be made by 8th December 2019. Funding of up to £2,000.00 to be sought.

4. Actions:

See above.

Other than the actions outlined above, given the uncertainty over the future of the Enderby Fete, no further actions are required at this time.

5. Date of Next Meeting:

08/01/2020 @ 19:30 hours (New Inn Public House, Enderby)