

# **BEDFIELD AND MONK SOHAM COMMUNITY CLUB**

Minutes of the (virtual) Extra Ordinary Meeting held by Zoom on Wednesday 20<sup>th</sup> January 2021 and commenced at 1935

## ***01/21 - 01. Present***

Committee: Graham Mobbs (Chairman - GM), Steve Corton (Vice - Chairman SC), Geoff Robinson (Secretary – GR), Andrew Manning (Treasurer – AnM), Nigel Billington (NB), Alison Manning (Play Area & Facilities Manager - AM) and David Entwisle (Tennis Club - DE).

Members: Marion Harvey (MH) and Vince Prank (VP).

## ***01/21 - 02. Apologies***

Steve Harvey (SH).

## ***01/21 - 03. Welcome***

GM opened the meeting and welcomed those present.

## ***01/21 - 04. Adoption of New Constitution***

- GM explained that a draft had been circulated by GR which reflected the change of name to Bedfield and Monk Soham Community Club and the sports field to Bedfield and Monk Soham Community Hub. It also reflected a few changes to the membership and management structure. The new constitution was unanimously adopted with immediate effect.

## ***01/21 - 05. Minutes of Previous Meetings***

- The minutes of the previous meeting held on the 2<sup>nd</sup> December 2020 had been previously circulated. They were agreed as accurate, subject to the correction of a couple of minor typographical errors. GM to sign in due course.

## ***01/21 - 06. Action Points from the Previous Minutes***

- The installation of CCTV was nearly complete, with some wiring to be finalised, together with the installation of the recorder box, which had been made by NB. This will be completed by NB in the near future. It was again emphasised that the recordings will only be checked when required or to test the system and only by the nominated Safeguarding Officers. Warning signs had been erected by AnM and the ICO registration had been completed by GR and was now in force. NB to clarify what backup may be required in the event of power cut.
- AM stated that due to the current COVID-19 crisis, the recruitment of a new caretaker had not been progressed, but that it was currently being handled by herself and AnM. This will be addressed in due course and in the meantime MH and SH are happy to assist. LC offered to assist with a job description when required.

## ***01/21 - 07. Treasurers Update***

- An update had been circulated by AnM detailing a snapshot of current income and expenditure for the current (2020/21) financial year. In addition, we had been notified since then by MSDC of the payment of COVID-19 grants of £476.43 and £2001.00, covering the period up to the 15<sup>th</sup> February 2021. Overall, it showed the Club in a healthy financial position, although commitments to the new entrance splay and urgent repairs to the carpark and pavilion must be commenced very soon. These included potential damp patches and vermin damage (KF to examine at the weekend).

- In the interests of accountability, GM now had access to the Club's internet banking account and has been making periodic checks. GR to consider a Financial Risk Assessment for consideration and implementation, possibly based on that of the Parish Council.

#### **01/21 - 08. Tennis Club Update**

- DE stated that there was not a lot to report as the AGM had still to be arranged by their Chairman. He understood that a couple of non-members may be interested in becoming involved but nothing had been decided. It also may be that the LTA membership would be reinstated. DE thanked GR for ensuring that the PC/Community Club insurance had been confirmed as covering the Tennis Club in full and now included its assets.
- VP stated that the Chairman would be remaining and that volunteers had been found to join the committee. He also said that the LTA membership had been reinstated and that there would be a "two or three year plan", with the Tennis Club being expanded and promoted. Steps would also be taken to ensure the court can be resurfaced in the new few years. The assistance of the Community Club would therefore not be required at the current time.

#### **01/21 – 09. Future Projects**

AnM stated that there was a large number of projects and purchases for consideration, ranging from general maintenance and repairs, to increased storage facilities. These included:

- Completion of the entrance splay. GR emphasised the need to obtain two more quotes as a matter of urgency to allow the project to commence. GIBBONS had not responded and the builders at Edale had been approached. AM to contact KERWAY using the specification that NB had provided.
- AnM produced an example of a planned maintenance schedule for the pavilion. A general discussion then took place and it was felt that the idea from the last meeting to compile a list of people with lots of different skills in the village would be vital to this and should be progressed. It was agreed that repairs to the guttering and other urgent items needed to be complete as soon as possible. It was also agreed that the new website would be ideal to identify potential villagers with skills that can be used and LC agreed to organise and collate this project. AnM to include this in the proposed village welcome pack.
- A number of smaller items such as a replacement hot water heater in the ladies toilet, washing up bowls, new sink and improvements to the entrances where the concrete had crumbled were mentioned by AnM. GR suggested that we set a de minimis limit under which AnM and AM could obtain items in their role as Building Manager and Treasurer without the approval of the Committee. They are to consider this and at what level may be appropriate.
- New storage was urgently required and possibilities included using spare space in the gent's toilets or an additional shed.
- A cycle rack outside to serve both the pavilion and play area.
- A noticeboard. GR commented that this would assist where legal requirements to display insurance certificates and the like for public liability was appropriate.. AnM to research costings.
- AnM suggested the provision of a sound system in the pavilion which could be used during hirings. A general debate then took place regarding the potential requirement of a PRS licence. GR to consult Paul Burrows.

#### **01/21 - 10. Hire Fees and Charging**

A discussion took place regarding future charging for the hire of the facilities, the salient points of which were:

- The hiring fees for the pavilion and/or field would be split into three sessions, viz morning, afternoon and evening and charged at £25.00 a session, or £70 for all day. However, this would be without prejudice to any other fees in special circumstances and deemed to be appropriate (eg as a Polling Station, etc).
- In order to continue to encourage community spirit, The Gardening Club, Friends First Friday and The Church would not be charged for a trial period of a year. This would commence when the current Lockdown was lifted. However, donations in lieu would be gratefully received!
- The Post Office was considered to be vital to the pop-up shop and café etc. Accordingly, despite the fact the rent had not increased since its inception many years ago, the current £100 would remain for the coming year and then be reviewed again.
- AM suggested adult exercise equipment as a possibility and will research costings. This would be very much in the spirit of the new play area being “phase one” of the project. The furniture had been delivered to Richard Joy’s house and was available - for assembly. This would be done in stages and KF to provide the fixing facilities at the field. AnM to cost the provision of rubber matting at the play area entrance and NB will supply the required fixing pegs. The current orange fencing would have to remain until the summer in order to give the grass seed and turf the change to grow.
- GR suggested that good community spirit would be generated if villagers were asked what they would like to see at the Hub. For consideration and discussion at the next meeting. GR added that asking what people wanted would be a good opportunity to publicise the new website.
- It was felt that the likelihood of holding the fete as planned on July 10<sup>th</sup> 2021 looked increasingly remote. One possibility was to hold a “mini-fete” latter in the summer (or autumn), which would require minimal organisation. Accordingly, items like the brass band would not be possible but other music may be available. However, it was unanimously agreed that some sort of social event was vital to the community spirit of the village post-lockdown.

**01/21 - 11. Date of Next Meeting**

- The date of the next meeting was agreed as 1930 on Wednesday 10<sup>th</sup> March 2021 at 1930, probably using Zoom again.

The meeting ended at 2135 with GM thanking everyone for their input.

Signed:..... (Chairman).