

EGERTON PLAYING FIELDS ASSOCIATION

ANNUAL GENERAL MEETING

Wednesday 19th April 2023, 7.30pm, The Pavilion

MINUTES

1.	Present Committee - Steve Wellard, Janet Mackay, Phil Missing, Jeff Hopkins, John Harper, Bill Smyth, Angus Buchanan, Al Jones, Neil Harper, David Mappedoram & Kerry Hooper	Action
2.	Apologies John Harrison, Tim Oliver, Mary Pheby	
3.	Minutes of last AGM 15 th April 2023 Read and agreed as a true record.	
4.	Matters arising from Minutes 15 th April 2022 11a) Benches now in place 11b) MUGA alternative locations still under review 11c) Bins at skateboard park have been re-sited 11e) Defibrillator housed inside Pavilion, but better signage required Other matters see later in Minutes.	PM
5.	Chair Report Steve presented his report (see attached). Main points included: - a) Pavilion used regularly by both Cricket and Football clubs, but casual bookings down. Both clubs have agreed to rent increases. b) Running costs continue to increase and exceed income by over £1,000 this year c) Pavilion maintenance must be a priority with reserve funds increased for future repairs and improvements. Roof tile repairs and changing room decorations need to be carried out shortly. Fencing to Cricket pitch to be discussed with Parish and adjacent land-owner Charlie Simkins d) Core management team formed for day-to-day items, shared “cloud” account created for centralized storage of documents etc, propose website creation to promote facilities and events e) New 100 Club to be launched shortly f) Thanks to the Geoff Wickens Trust for their financial assistance with pitch drainage, equipment shed and insurance costs g) Thanks to Phil for keeping the Pavilion in good order and taking forward the Legionella and Electrical reviews, and Janet for her perseverance with Natwest to simplify banking arrangements and arranging buildings insurance h) Special thanks to Trustee Tim Oliver for his long service to the community and especially his support for the Playing Fields Association. Steve to write letter of thanks to Tim	SW
6.	Financial Report Janet presented her report (see attached). Main points included: - a) Rental income better than last year but still down compared to pre-covid levels b) Expenditure included both electrical and plumbing work following the Electrical and Legionella reviews, and replacement extinguishers from Fire Equipment review. Insurance costs have also increased c) Reserves have been reduced by about £1,000 d) Thanks to Geoff Wickens Trust, Hawks Nest Trust and Cricket Club for their donations e) Cricket and Football clubs have increased their rent for this coming year Janet confirmed bank account signatories have been amended. Existing 100 Club account will be used for income and expenditure of lottery funds. Exact payment methods to be confirmed with Peter and Angus.	JM, PR, AB

	<p>Fire equipment inspection costs were high and alternative quotes should be obtained</p> <p>Jeff confirmed drainage work to football and cricket pitches had been completed at a cost of £6,400 from the Geoff Wickens Trust. Football pitch much improved</p> <p>All agreed reserves need to be boosted to cover future “big ticket” maintenance items.</p> <p>Angus suggested day to day running costs should be covered by regular income, and not rely on donations or grants. The rental charges for hirers would need to increase to achieve this.</p> <p>Bill suggested increased hire rates for “corporate/business” use. Hire rates to be reviewed on regular basis.</p>	<p>PM, JM</p> <p>SW, JM</p>
7.	<p>Pavilion Maintenance, Health and Safety</p> <p>Phil presented his report (see attached). Main points included: -</p> <ul style="list-style-type: none"> a) Electrical lighting work, immersion time clock and extract fan replacement b) Plumbing work following Legionella Risk Assessment. Hot water checks and maintenance schedule established c) Hire forms amended for Legionella risk d) PAT testing completed e) Several outstanding items as list <p>Jeff confirmed the tree affecting John Smith’s house was on Parish land, and the parish clerk had instructed “Stump Out Ltd” to quote for treatment which was likely to be later in the year.</p>	<p>PM</p>
8.	<p>Bookings</p> <p>Bill reported an increase in enquiries, but block booking by the Cricket Club allowed limited casual use.</p> <p>Steve suggested the bookings schedule could be added to the “cloud” account. Janet to issue invitation to Bill.</p>	<p>JM, BS</p>
9.	<p>Club Reports</p> <ul style="list-style-type: none"> a) Steve commented the Cricket Club continues to be popular with a total of 121 matches last season. Cricket Week was a great success resulting in a large donation to EPFA. New practice nets were regularly used with lots of junior activities during the summer. Sponsors for this season likely to include Wilkinson Wealth Management and the Rose and Crown pub. a) Jeff commented the Egerton Eagles (seniors) had progressed well and the first team were in several semi-final competitions. Currently 40-50 adult members. Junior team had not been established, with local juniors playing at Headcorn or Charing. b) Al confirmed the ERCC had a current membership of 66. Another club member had completed his coaching training with England Athletics. The club were using the running track at Sutton Valance. Numerous sporting and social events were on the calendar. 	
10.	<p>100 Club</p> <p>The yearly lottery license has been obtained. A “flyer” has been drafted for inclusion with the next Parish Magazine. Details of number of drawn to be confirmed (flyer states 12 monthly plus 2 extra?), together with banking arrangements, data protection, dates and locations of public draws etc.</p> <p>Target audience likely to be members of the local sports clubs and villagers.</p>	<p>AB, PR, JM</p>
11.	<p>Committee Structure</p> <p>The current committee members agreed to continue in post until the governance, lease and trustee review was concluded. Proposed by Neil and seconded by Angus. New constitution based on a template for an “unincorporated association” without charitable status will be drafted, but legal advice will be needed to integrate all documents.</p>	<p>KH</p>
12.	<p>AOB</p> <ul style="list-style-type: none"> a) Simon Berti was to be asked to help with the EPFA website 	<p>SW, PM</p>
13.	<p>Public meeting closed at 8.45pm</p> <p>Next general meeting – to be confirmed</p>	

Attachments:- Chair Report

Financial Report

Maintenance Report

EPFC Chair AGM 2022/3 Report.

Over the last 12 months, the Playing Fields and Pavilion have remained in good order, with the facilities being used regularly, particularly by the cricket and football clubs. This is great news as we emerge from the aftermath of the Covid pandemic.

The running costs have increased, and casual bookings are down. The expense of running the pavilion is now exceeding income and eating into reserve funds by nearly £1000. This is not sustainable.

The reserve funds have been run down over the last five years and now need topping up. Money also needs to be set aside, as a sink fund, to support future upkeep and maintenance of the facilities. Parts of the pavilion are now showing its age and inevitably there will be a need to replace items.

However, it is not all doom and gloom. Since the last AGM in April 2022, we have made progress on the following:

- A core operating management team has been formed to deal with day-to-day running and management of pavilion and playing field related issues. This consists of:
 - Steve Wellard - Chair
 - Janet Mackay – Treasurer
 - Phil Missing – Maintenance
 - Kerry Hooper – Secretary
- Many thanks go to Phil and his weekly maintenance visits and work; Janet for her role as Treasurer (and perseverance with the insurance broker and Natwest Bank); and Kerry for keeping us all to order as Secretary.
- The creation of a shared drive (Google) doc to share information, track income and expenditure and maintenance.
- Consolidation of Financial Accounts, including the payment of committed funds and closure of the old Egerton 100 Club, allowing the set up and creation of a new one. Thank you, Angus Buchanan and Peter Rawlinson, for stepping forward to run this.
- We have an offer to set up an EPF website to help promote the facility and share information.
- The cricket and football club have grown successfully and are now paying a greater contribution in rent. The cricket club is now paying £800 p.a. and made a donation of £1000 following a successful cricket week. The football club has doubled its contribution to £250 this year.
- We have a licence for a new 100 Club to help deal with shortfalls in income being raised through bookings. It is hoped that the sports club members, plus villagers will support this new fund-raising effort to maintain facilities.
- The Wickens Fund has been very supportive, with contributions used to build an equipment shed for the Football Club, groundwork to help with drainage and a financial contribution to help with the cost of insurance (the main annual expenditure item).

Looking ahead, work has been identified to repair roof tiles and decorate the changing rooms. Work is also needed on the playing surfaces and fencing to prevent recurring rabbit damage.

I am sure there are other folks I should have mentioned. Apologies if I have missed calling you out. A special and final thanks, however, goes to Tim Oliver and his service to community. Tim has been an active member of the Playing Fields Committee since its formation in the 1970s and has served many roles, including, most recently, one of the Committee's two Parish Council representatives.

Treasurer's Report 2022-2023

We have tried to keep expenditure to the minimum this year. Maintenance was one of our highest expenses, major expenses were electrical, Gerald Chantler inspected the electrical system and made some essential improvements at a cost of £630, he also replaced a LED drum light and install a joint box in the kitchen sink cupboard £96.95 and supplied and installed an immersion heater time clock £87.07. EPC Solutions did a Legionella Risk Assessment £150. Warren Johnson supplied and fitted two new shower valves and removed some unneeded plumbing for £260 and the inspection of the fire equipment was an eye watering £311.10 which is organized by the parish council. Phil has been keeping on top of the everyday smaller jobs and saving the committee money.

Rental income was slightly up on the previous year, but not back to pre-Covid level. Fortunately, we still have back up money from the 100 club and the Cricket Club made a donation to funds of £1,000 as well as paying an annual rental fee of £600. Many thanks to the Geoff Wickens Egerton Sports Trust, Hawkes Nest Trust and the Cricket Club for their generous grants.

Moving forward we hope to put together a budget for a 5yr maintenance plan and re-instate the 100 Club to secure sufficient funding for the pavilion in the future.

2021-2022 income £2,151.50, expenditure £5,909.30

SUMMARY				
Income				Expenditure
<u>Grants:-</u>				Insurance
Geoff Wickens Egerton Sports Trust	1,000.00			1,119.19
Hawkes Nest Trust	250.00			Maintenance
Egerton Cricket Club	1,000.00			1,865.53
<u>Hire:-</u>				Memberships
Mrs G King (Wall Hanging Committee)	75.00			25.00
Football Club 2021-22	125.00			Advertising
Cricket Club annual rental 2022	908.43			90.00
Mike Dyerball	18.76			Electricity
Men Without Hens	142.50			1,036.20
Cathy Hill	116.25			Water
Egerton Parish Council	15.00			712.22
Priscilla Harper	50.00			Window cleaning
Over 60s	40.00			56.00
Misc hire	126.25			Misc
<u>Interest:-</u>				49.51
Interest on Reserve account	38.85			4,953.65
	3,906.04			
31.3.2023	Reserve account	8,919.02		
31.3.2023	Current account	1,651.15		
	Total	10,570.17		
	Excess of Payments over Receipts	- 1,047.61		
	Bank and Other Deposits 01/04/2022			
	Current Account	987.61		
	Reserve Account	14,072.34		
	Total:	11,616.93		
	Bank and Other Deposits 31/03/2023			
	Current Account:	1,651.15		
	Reserve Account:	8,919.02		
	Total:	10,570.17		

Maintenance activities report AGM 19-4-23

Maintenance activities completed since last AGM

- Descaled shower heads - bi-annual.
- S6 & S8 faulty Shower mixer valves replaced 20/7/22.
- S7 faulty Shower mixer valve Repaired PM 16/11/22
- Legionella risk assessment (LRA) completed 2022.
- Booking forms amended to satisfy LRA
- Now Monitoring water usage monthly for billing and understanding normal usage pattern.
- Electrical Installation Condition Report (EICR) 25/3/22
- Replaced faulty outside light with sensor, adjacent to rear door.
- Replaced faulty emergency light in away changing room with a new LED maintained light.
- Replace external emergency light above front door with our new light provided non maintained.
- Replaced external emergency light above Back door non-maintained.
- Fit a new LED non maintained emergency light in the loft space adjacent to Ladder hatch.
- Replaced noisy fan in Accessible/ lady's toilet.
- All portable appliances PAT tested November 22
- Faulty Immersion Time clock Replaced.
- Fire extinguisher annual service. Somewhat more expensive as 1 CO2 Extinguisher condemned and replaced with new.
- Defibrillator unit Positioned inside Pavilion.

Outstanding

- Rubber flooring in Away changing room. Repair work Task still outstanding.
- Shed Internal door bolt not engaging -large door.
- Wooden bollards - sewage works end, need re concreting low priority.
- Electrical installation condition report (EICR) there were 10 Observations /recommendations. Review in a separate meeting?
- Repair of roof tiles Quote received. Waiting until end of Cricket 2023.
- John & Val Smith concerned - adjacent tree shading their conservatory and potential for root damage to their property.

PRM

19-4-23