

EGERTON PLAYING FIELDS ASSOCIATION

ANNUAL GENERAL MEETING

Wednesday 10th April 2024, 7.30pm, The Pavilion

MINUTES

1.	Present Committee - Steve Wellard, Janet Mackay, Phil Missing, Jeff Hopkins, John Harper, Angus Buchanan, Al Jones & Kerry Hooper	Action
2.	Apologies John Harrison, Mary Pheby (Peter Rawlinson may be unwell)	
3.	Minutes of last AGM 19 th April 2023 Read and agreed as a true record, proposed by Jeff and seconded by Angus.	
4.	Matters arising from Minutes 19 th April 2023 4) Defibrillator signage acceptable 5h) Steve thanked Tim Oliver personally 6) Lottery payment methods agreed, see later. Alternative fire inspection quotation to be obtained to check value against current inspection company arranged through Parish Council 7) Tree affecting John Smith's property has been trimmed by owner. Other matters see later in Minutes.	
5.	Chair Report Steve presented his report (see attached). Main points included: - a) Launch of 100 Club has improved financial position b) Launch of website to improve communication and exposure c) Key lock box installed d) Pavilion maintenance generally up to date e) Governance proposal f) Engagement with Egerton Football Club g) Income over expenditure has improved with a small deficit reported. Increased income from Cricket and Football clubs and Geoff Wickens Trust h) Thanks to Committee members for efforts this year. i) Special thanks to Bill Smyth for his long service and support for the Playing Fields Association. Thank-you card signed and delivered by Steve	SW
6.	Financial Report Janet presented her report (see attached). Main points included: - a) Bank signatories Janet, Steve, Kerry & Phil, with Phil also having online access b) New reserve account opened to provide better interest c) Fixed outgoings total £2,821. Capital cost of £350 for new dishwasher d) Rental income better than last year but still down compared to pre-covid levels e) Thanks to Cricket, Football and Running Clubs for their contributions f) Cricket and Football clubs have increased their rent for this coming year to £900 and £500 respectively g) 100 Club will produce a sum of at least £2,290 towards reserves h) Thanks to Geoff Wickens and Hawkes Nest Trusts for their contributions of £1,000 and £350 respectively	
7.	Pavilion Maintenance, facilities management Phil presented his report (see attached). Main points included: -	

	<ul style="list-style-type: none"> a) Electrical work – 4 nr emergency lights replacement, extract fan repair b) Plumbing work – descaling shower heads, replace outside tap c) New dishwasher installed d) PAT testing completed e) Fire Equipment inspection f) Key lock box installed g) Football Club items – goal post hooks, new padlock on shed h) Cleaning schedule agreed with Val Lawrence to include “deep” clean rotation and windows i) Electrical report to be reviewed and items prioritised j) Legionella risk assessment to be reviewed k) Several outstanding items as list 	<p>PM,KH PM,KH PM</p>
8.	<p>Bookings Kerry has taken over bookings from Bill. Regular hirers were still using the Pavilion, with a new group of residents forming a social club booking fortnightly at present. Invoices settled promptly. Facilities to be published on Egerton Community Facebook Group to increase exposure and publish events and lottery.</p>	<p>KH,SW</p>
9.	<p>Club Reports</p> <ul style="list-style-type: none"> a) Steve commented the Cricket Club continues to be popular, particularly junior teams. More adult players would be helpful. Invitation matches planned with TWC Financial and the Rose and Crown pub. Dates on website calendar. Match in June could be used as an event to complete 100 Club draws for the year, invite other village groups and promote the lottery for the upcoming year. b) Jeff commented the Egerton Eagles were having problems retaining members and were likely to have only one team next season. Steve had been approached via EPC by Len Valley FC who were looking for grounds for next season. Steve has emailed details to EFC asking them to liaise directly with Len Valley. EPFC to monitor. Headcorn FC had also booked the pitch and Pavilion, but the pitch was waterlogged. Hopefully, they will consider rebooking next season. c) Al confirmed the ERCC had a current membership of 60 plus. Another club member had completed his coaching training with England Athletics. Numerous sporting and social events were on the calendar, with Hever Half Marathon and Bluebell Run on the list. Al asked if ground improvement and lights could be installed on the banked footpath between the carpark and the Pavilion, as this would improve safety for both “hill training” runners and the general public. Al was asked if the Running Club would be able to contribute to the scheme? 	<p>SW,AB,PR SW AJ</p>
10.	<p>Committee Structure The current committee members agreed to continue in post for another year. The Draft Proposal to form an “executive committee” for day-to-day administration was discussed and agreed “in principle” by all members. Proposal to be amended to include duration of service and clarify roles of members prior to adoption.</p>	<p>EXEC</p>
11.	<p>100 Club Janet confirmed the 100 Club has 89 members, with some members requesting their winnings go back in the fund. The yearly lottery license has been renewed for the sum of £20. Peter was preparing a “flyer” for inclusion with the next Parish Magazine. Peter to be asked to forward this to the Committee. Again, target audience likely to be members of the local sports clubs and villagers, with promotion on social media to increase awareness. Angus was thanked for arranging the draws at the Rose & Crown and promoting membership. Janet was thanked for all her efforts in collecting the subscriptions and tracking down and paying the winnings.</p>	<p>AB,PR</p>

	<p>Lottery Return will be required by Ashford Borough Council within three months of the final draw.</p> <p>All members to be asked to forward promotional ideas to the Committee with a view to increasing membership to say 150.</p>	<p>AB,PR,JM</p> <p>ALL</p>
12.	<p>AOB</p> <p>a) Jeff had met with Southern Water to discuss upgrading the Sewage Works. Proposed schedule of works has yet to be agreed by Environment Agency, but is likely to include screening tree removal, trimming of trees adjacent site access, craning of new machinery, pump replacement at the Forstal Road site, cricket ball canopy netting, replacement of screening (trees?) and repairs to access road. Time frame to be confirmed. Jeff to monitor on behalf of EPC, EPFC and Egerton Cricket Club (access to nets may be affected).</p> <p>b) Jeff has also had contact with South-East Water who are to repair the water main to the Sewage Works shortly. A route and schedule of works has been agreed but installation date is still outstanding.</p> <p>c) Bourne Services are to be asked to quote for land drains to perimeter of cricket field.</p> <p>d) Cricket field fencing discussions are ongoing with EPC. Steve to discuss with Neil Harper.</p>	<p>JHop</p> <p>J Hop</p> <p>J Hop,SW</p> <p>SW</p>
13.	<p>Public meeting closed at 9.20pm</p> <p>Next general meeting – to be confirmed</p>	

Attachments: - Chair Report

Financial Report

Maintenance Report

Governance Proposal

EPFC Chair AGM 2023/4 Report

It has been a positive 12 months and the EPFC has made some good progress on several fronts, with key wins including the following (in no particular order):

- The launch of the 100 Club (which has significantly improved our financial position and growth of reserves which will allow us to create a sink fund and running programme of repairs and enhancements)
- The launch of a website to capture bookings, promote the Pavilion, publish minutes of meetings and policies to aid transparency, publish 100 Club winners.
- Managed access through the installation of a key box
- Successful ongoing maintenance and resolution of facilities issues
- A formalisation of cleaning arrangements (with effect from April 2024)
- A proposal for sharpening the governance and running of the EPFC (for discussion later)
- The appointment of representatives from the Egerton Eagles Football Club
- Income versus expenditure (excluding the 100 Club) has improved and we have narrowed to a small loss over the last year thanks in part to growth in contributions from the Cricket Club, Football Club and Wickens Trust.

I would also like to call out some tireless work in helping to achieve this:

- Financial Management and EPFC Shared Drive – Janet Mackay
- Organisation, bookings, governance and operations – Kerry Hooper
- Maintenance and facilities management – Phil Missing
- Fundraising - Peter Rawlinson, Angus Buchanan
- Liaison with EPC and support for projects through the Wickens Trust – Jeff Hopkins

I would also like to share that Janet, Kerry, Phil and I have met regularly through the year to review progress, publish minutes and ensure that the day-to-day running of the pavilion and playing fields has happened effectively and efficiently.

However, a very special mention also goes to Bill Smyth who stepped down from the Committee after many years' service, helping set up the new Pavilion, running the 100 club in its original form, being maintenance and booking officer (which he only relinquished at the end of 2023) and more besides.

Looking ahead, work has been identified to move forward with our governance as well as looking to address some of the maintenance issues (to repair roof tiles and decorate the changing rooms, address 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. Thank you to all involved and those who continue to actively and passively support EPFC and the maintenance of our facilities.

Steve Wellard
Chair EPFC
10 April 2024

Treasurer's Report 2023-2024

Income: £3,627.12 Expenditure: 4,070.92

Compared to

2022-2023

Income: £3,906.04 Expenditure: 4,953.65

The signatories for all EPFC bank accounts are now Janet Mackay, Steve Wellard, Kerry Hooper and Phil Missing. Phil also has online access as an overview and monitoring of all the EPFC accounts. The anomaly with NatWest business banking is that whilst two signatories are required for a cheque, an online payment can be set up and made by one person.

In October a new 35 day notice reserve account with an interest rate of 3.2% was introduced for Natwest business clients, I took advantage of this by putting £7,000 from the reserve account which was only earning 1.4% interest into the new account.

Our biggest annual costs are for things that cannot be avoided the annual insurance of the pavilion and the outbuildings comes at a cost of £1,245.52, with the electricity, water, annual fire inspection and wifi comes to total outgoings £2,821.51 before anything else can happen. We have tried to keep other expenditure to the minimum this year. Phil has been keeping on top of the everyday smaller jobs, saving a great deal of money, the biggest maintenance bills being for the fitting and supply of four emergency bulkhead lights costing £237.60, and the replacement of some broken roof tiles at £130 being the major expenses. A new dishwasher was purchased at a cost of £349.99.

Rental income was slightly up on the previous year, but not back to pre-Covid level. The Cricket and Football Club have both increased their contributions to the running costs, and the Running and Cycling Club have also made a donation, despite their very infrequent use of the pavilion which has all helped to boost funds.

This year saw the reinstatement of the Pavilion 100 Club, which commenced in June 2023 and the profit from this year will be at least £2,290, possibly more as we have had a couple of people choose not to take their winnings. We were also fortunate enough to receive grants from the Geoff Wickens Egerton Sports Trust and the Hawkes Nest Trust which helped to boost funds significantly.

Looking forward we hope that we will get more support of the 100 Club and that the recent increase in bookings will continue.

Janet Mackay

10.4.2024

SUMMARY

Income		Expenditure	
Grants & donations		Electricity	908.20
Geoff Wickens Sports Trust	1,000.00	Water	389.16
Hawkes Nest Trust	350.00	100 Club licences	60.00
for event	50.00	Wifi	99.00
rental		etc	108.25
Egerton Running Cub	50.00	Advertising	45.00
Men Without Hens	45.00	Memberships	25.00
EHA	48.75	washer	349.99
Friends of St James	7.50	Outside equip	35.84
Egerton WI	26.25	Security	76.39
Over Sixties	40.00	Insurance	1,245.52
Egerton Players	63.75	Maintenance	728.57
Misc	123.75	Total	4,070.92
Egerton Cricket Club 2023	800.00		
ECC water usage 2023	222.67		
2022/23	250.00		
2023/34	250.00		
Total	3,327.67		
April 24	127.50		
	3,455.17		
accounts	171.95		
Income 2023/2024	3,627.12		
Current account	£907.87	(1,035.57 with March payments)	
Business Reserve Account	£1,995.94	interest rate 1.46%	
100 Club	£3,147.10	profit will be at least £2,290	
Liquidity Manager 35 Day	£7,095.03	Interest rate 3.20%	
Balance at 31.3.24	£13,145.94		
exceeded income by	- 443.80		

Maintenance activities report AGM 10-4-24

Maintenance activities completed since last AGM

- Descaled shower heads - bi-annual. May & Nov 24.
- Now taking water meter readings as requested by supplier.
- A few roof tiles were replaced in the Autumn of 2024.
- Duration test of emergency lights carried out May 23.
- Electrician replaced faulty emergency lights EL4,6,8,14 with new LED type, Aug 23.
- New dishwasher fitted in Kitchen Aug 23.
- Repaired faulty extractor fan in home changing showers.
- All portable appliances PAT tested Apr 24.
- Fire extinguisher annual service Jan 24.
- Leaking tap replaced on outside of machine shed.
- Goal post hooks repaired Jan 24
- New entry key safe fitted Mar 24
- New Padlock and Hasp fitted to football shed Mar 24.

Outstanding

- Home changing room wall heater is faulty, Electrician is investigating new switch box or complete new heater.
- Electrical installation condition report (EICR) there were 10 Observations /recommendations. Review in a separate meeting?
- Legionella risk assessment review for 2024 outstanding

PRM

9-4-24

Egerton Playing Fields Association April 2024

GOVERNANCE - DRAFT PROPOSAL to amend committee structure to provide guidance on roles and responsibilities and to align with current practice

Current arrangements

The 1970/2006 Lease between EPC and Trustees of EPFA, loosely forms the constitution of an unincorporated association.

Committee of Management as per lease (originally 9, but now 8 members) comprises:-

- a. Tenants ie trustees Geoff Wickens, Phil Missing, John Harper (two remaining)
- b. Six appointees from Parish Council, Cricket Club, Football Club
- c. Two co-optees if required

Voting arrangements with above Committee:-

- a. Two thirds for new organisations to join EPFA (originally 6 out of 9 members)
- b. One third for other “rules of conduct” changes (originally 3 out of 9 members)

Current Committee has 11 members, only one member from Football Club and one from Running and Cycling Club. There are 3 co-opted members.

Proposed arrangements

Proposed resolution: - to form a reduced size “executive committee” from the wider Committee to administer day to day duties.

Rules for “Executive Committee” as follows:-

1. Aims - Ensure 2006 lease requirements are carried out
2. Rules for day to day running
 - a. Protect and maintain assets
 - b. Keep accurate and secure records
 - c. Ensure good management policies
 - d. Engage with Parish Council, playing fields users, local and wider community
 - e. Vote on day-to-day issues – as per lease ie 3 members
3. Structure of executive committee
 - a. Chair
 - b. Treasurer
 - c. Secretary
 - d. Maintenance/trustee
 - e. Bookings Clerk
 - f. Others co-optees as required
4. Roles and service
 - a. Appointment each year at AGM
 - b. Duration of service – period could be stated if required

- c. Role of each member – may be combined by agreement
 - i. Chair – direct activities, meetings, community engagement
 - ii. Treasurer – carry out all financial duties
 - iii. Secretary – record activities, communicate
 - iv. Maintenance – manage assets, health and safety checks, liaise with users
 - v. Bookings – liaise with hirers, issue invoices, maintain calendar
5. Conflict of Interest – declare and remedy
6. Meetings – type and frequency
 - a. AGM – yearly as per lease - full Committee
 - b. Other – quarterly or as required, quorum to be 3 members
7. Finances
 - a. Banks accounts – current, savings, lottery
 - b. Cheques signatory minimum 2
 - c. Bank account access minimum 2
 - d. Maintain online banking
 - e. Pay bills promptly
 - f. Issue invoices
 - g. Keep yearly accounts, but regular updates throughout year
 - h. Independent Audit
8. Policies
 - a. Legal duties
 - b. Health & Safety
 - c. Insurance
 - d. Data protection & GDPR
 - e. Equal opportunities
9. Promotion
 - a. Promote aims of association
 - b. Explore improvement and financial/grant opportunities
 - c. Fundraising
 - d. Website and other social media
10. Amend these rules as required
11. Dissolution method – as per Lease