

EGERTON PLAYING FIELDS ASSOCIATION

ANNUAL GENERAL MEETING

Wednesday 13th April 2022, 7.30pm, The Pavilion

MINUTES

1.	Present Committee - Steve Wellard, Janet Mackay, Tim Oliver, Jeff Hopkins, Bill Smyth, Angus Buchanan, Al Jones, Kerry Hooper Public – Lisa & Martin Wilkinson	Action
2.	Apologies John Harper, John Harrison, Phil Missing	
3.	Minutes of last AGM 26 th November 2020 Read and agreed as a true record. Proposed by Tim Oliver and seconded by Bill Smyth	
4.	Matters arising See later in minutes	
5.	Chair Report Steve presented his report (see attached). Main points included: - <ul style="list-style-type: none"> a) Thanks to Jonathan & Sarah Elworthy (both resigned) for their contribution to the EPFA, the Pavilion and Egerton village b) AGM to be held in April each year as per lease c) Pavilion maintenance has been a priority due the age of the structure and safety regulations d) Janet confirmed as Treasurer and Kerry confirmed as Secretary. Phil was commended for the weekly Pavilion checks and overseeing electrical and plumbing repairs. Angus will offer fundraising support e) Reduced casual bookings still evident, but Cricket and Football clubs fully using the facilities f) Review of financial position is ongoing and a “sinking fund” for future maintenance is to be established. Rents to be increased and fundraising schemes promoted g) Thanks to Trustees John Harper and Phil Missing and the Committee for their support during the transition 	
6.	Financial Report Janet presented her report (see attached). Main points included: - <ul style="list-style-type: none"> a) Income still down compared to pre-covid levels b) Expenditure has substantially increased due to maintenance costs c) Reserves have been reduced by about £3,500 d) Geoff Wickens Trust have increased their donation e) Cricket Club have increased their rent this year and hope to again in 2023 & 2024 <p>Janet confirmed there are too many bank account signatories and will obtain forms to streamline the arrangements. Online banking authority to be reviewed for security The remaining 100 Club funds are still accessible but should be dispersed immediately and the account closed. Bill to contact Jonathan to conclude this matter</p>	JM BS
7.	Pavilion Maintenance, Health and Safety Phil’s report was presented in his absence (see attached). Main points included: - <ul style="list-style-type: none"> a) Steps repaired by Tony Filmer b) Electrical lighting work, extract fan and Condition Report conducted. Recommendations to be reviewed in next meeting c) Legionella Risk Assessment completed. Actions to be reviewed at next meeting d) Several outstanding small maintenance items listed 	PM

8.	Bookings Bill reported an increase in bookings, mainly with local groups. There seemed a mix of hirers being charged the old and proposed new rates. Review charges at next meeting to confirm policy	ALL
9.	Club Reports a) Steve commented the Cricket Club continues to be popular with 3 Saturday and 3 Sunday teams as well as several junior teams. Cricket Week will commence Sat 2 nd July. New net enclosures are complete with landscaping to be finalised. Thanks to KCC, ABC, Geoff Wickens Trust and ECC for their funding support. Sponsors for this season includes Wilkinson Wealth Management and Redrow Homes. a) Jeff commented the Egerton Eagles (seniors) had progressed well and were currently second in the league with only a couple of games left this season. Junior team had not yet been established. b) Al confirmed the ERCC had good membership levels. Al has completed his coaching training. A new C25K group had just started, and the club were planning numerous fun events throughout the summer.	
10.	Committee Structure Steve commented on the original trust/committee structure, and all agreed that a review was required to ensure a “relevant” constitution was created with focus on transparency and village character. The current committee members agreed to continue in post until the governance, lease and trustee review was conducted. Kerry to investigate sources of information	KH
11.	AOB a) Martin Wilkinson asked if the base for Josh’s bench could be expediated? Bill has spoken to Tony Filmer to constructed leg bases for both Josh’s and John Fraser’s benches. Costs to be passed on to Martin and Egerton Music Trust b) Martin also asked if the existing football pitch could be replaced with an “all-weather pitch,” utilising funds raised in memory of Josh. The original idea of a “MUGA” fenced sports arena had stalled due to location issues in the village. The idea for the pitch, was warmly received with Jeff to sound-out the Parish Council in the first instance. Following this, Steve suggested a “working party” to create a brief, discuss planning and investigate grants and costs etc c) Jeff noted the bins attached to the skateboard park should be re-sited. Jeff to contact Parish d) Bill asked to borrow football nets and lining machine from the football club for Queen’s Jubilee celebrations. Jeff agreed e) Jeff advised the Pavilion Defibrillator should be housed outside and a suitable bracket used. Phil to arrange with Jeff	BS JH SW J Hop BS J Hop/PM
12.	Public meeting closed at 9pm Next general meeting – to be confirmed September 2022	

Attachments:- Chair Report

Financial Report

Maintenance Report

Egerton EPFC – Chair’s Report

The last EPFC AGM was in November 2019. Since then, a number of things has happened. Most notably:

- Jonathan Elworthy resigned from the position as Chairman
- Sarah Elworthy resigned from the position of secretary

I would like to put on record thank on behalf of the committee, the sports clubs, and the village to their value contribution to EPFC and in the work to create and maintain the wonderful pavilion and facilities we have in Egerton.

- According to the terms of the lease, the AGM should be held in April each year. So the transition from November 2019 to 2022 puts us into this cycle once more
- The actions to address dog-fouling that plagued the playing fields pre-pandemic seems to be working.
- The pavilion has seen a number of maintenance issues, largely the result of aging. It is now getting close to ten years old. This has meant actions such as:
 - Treating the wood exterior of the pavilion
 - Reviewing the electricals and water systems
 - Running repairs, including the roof of the garage following the Feb storm
- It has also meant some changes in the committee and additions
 - Janet Mackay as Treasurer
 - Kerry Hooper as Secretary
 - Phil Missing has played an active role on maintenance. A special thanks goes to Phil for undertaking each week a visit and for dealing with the many maintenance jobs and issues that need to be stayed on top of. I don’t believe we all realise how much of an asset his support has been.
 - Angus Buchanan has joined the committee and will take on active role in supporting fundraising to support running costs and build up our sinking fund
- The pandemic has hit casual bookings, but the usage of the pavilion for sport has increased substantially with the return of men’s football on Sunday mornings and the cricket club expanding the number of adult and junior teams it runs.
- The new committee has also reviewed the financial position of the EPF and the running costs of the committee. More details to follow from the Treasurer. There is however a consensus that the loss of income from casual hires and sports club rent has hit income and because maintenance expenditure has risen there is a need to revise the financial operating model for the pavilion so that it not only covers costs, but there is sufficient income to raise funds to put aside a sum each year for replacement items and future maintenance (e.g. showers, kitchen, decorating etc). The estimate for this is running costs of circa £3,000 pa, with the aim to raise an additional £2-3,000 to add to a sinking fund for replacements and materials.
- Despite the challenges of pandemic, we have met as a committee virtually and earlier this year for one in person meeting. The committee is looking into a number of additional areas ranging from formalising the EPFC governance and committee structure, through to launching a dedicated pavilion 100 club to support the sinking fund.
- Finally, I would like to thank our trustees: Phil Missing and John Harper and fellow committee members for their guidance and active support for EPFC, including their help and support since taking on the role.

Steve Wellard, Chair

Treasurer's Report 9 April 2022

Cash at bank 31.3.2022

Current Account: £987.61

Reserve account: £10,379.32

Cash at Bank 31.3.21

Current account: £1,295.41

Reserve account: £14,078.08

This year has been a difficult year financially for the Playing fields Association. Two years of Covid 19 has undoubtedly highlighted a problem for the Association and that is a lack of income over expenditure. Casual hires fell off considerably with two regular casual hirers giving up using the hall and not returning after lockdowns. This has probably reduced the income by over £1,000. At the same time the need to start addressing some maintenance issues had an impact on expenditure. A strategy to address this issue going forward had to be agreed and a committee meeting was called to look at the issue. Fortunately, the Association does have money in reserve, but we have had to resort to using £3,450 of this money this year. On the positive side we have already received £1,000 from the Geoff Wickens Egerton Sports Trust for 2022 to go towards the running of the pavilion. The electricity is on a fixed rate for 36 months, so we do have some idea on this one cost. The Cricket Club have agreed to pay £600 for 2022 rent increasing to £800 in 2023 and £1,000 in 2024, subject to Club agreement.

Egerton Playing Fields Association summary of income and expenditure

1 April 2021 - 31 March 2022

Income		Expenditure	
Geoff Wickens Egerton Sports Trust	400.00	Electricity	728.37
Hawkes Nest Trust	200.00	Water	133.53
Cricket Club 2020	555.82	Maintenance	4,006.72
Cricket Club 2021	585.68	Advertising	45.00
Football club 2020	125.00	Memberships	25.00
Hall hire from 2020	25.00	Insurance	915.48
Misc Hall hire 2021	85.00	window cleaning	50.00
Men without Hens	105.00	cleaning materials	5.20
Over 60's	50.00		<u>5,909.30</u>
Egerton Housing Assoc	10.00		
Gale King	22.50		
	<u>2,164.00</u>		
Balance at bank 30.3.22			
Current account	987.61		
deposit account	10,629.32		
	<u>11,616.93</u>		
Expenditure	5,909.30		
Income	- 2,164.00		
overall loss	<u>3,745.30</u>		

Pavilion maintenance activities November 2021 – April 13 2022

1. Steps to football pitch bedding and pointing Completed. TF
2. Replaced faulty outside light adjacent to rear door. GC
3. Replaced faulty emergency light in away changing room with a new LED maintained light.
4. Replaced external emergency light above front door with our new light provided.
5. Replaced external emergency light above Back door
6. Fitted a new emergency light in the loft space adjacent to Ladder hatch
7. Replaced fan in lady's toilet.
Items 2 – 8 cost £322.80 inc. VAT
8. Electrical installation condition report (EICR) completed. cost £307.20 inc. VAT
Overall, the installation is deemed "Satisfactory" there were 10 Observations /recommendations. Review in a separate meeting.
9. Legionella risk assessment carried out. We have been given a medium risk level with a few actions/ recommendations for review at a separate meeting. A suggested assessment review date 28/03/2023 cost £150

Outstanding

- Rubber flooring trip hazard in Away changing room still outstanding. I will chase up the man who was off sick he promised to do the work but I might end up doing it myself!
- Ceiling light tube in away changing room needs replacing
- Shed Roof needs additional Screws after storm damage I have made a temporary repair.
- Internal door bolt not engaging -large door
- single door hook needs repositioning.
- Large door hook post needs repositioning.
- Wooden bollards - sewage works end, need re concreting

PRM

13/4/22