

BASLOW SPORTS FIELD CIO
Trustees Meeting
Wednesday 6th December 2017

AGENDA

- 1. Welcome and Introductions TB**
- 2. Minutes of the Previous Meeting ALL**
- 3. Matters Arising TB**
- 4. Finance**
- 5. BSFCIO Projects TB**
- 6. Toilet Upgrades PB**
- 7. First and Second Floor Refurbishment Plans LG/TB**
- 8. Funding and Grant Application Status CL/TB**
- 9. Assignment of Lease update PH**
- 10. Eileen Langsley evening PH**
- 11. Pavilion heating TB**
- 12. Club Reports**
 - **Bowls HW/JW**
 - **Cricket SC**
 - **Tennis DN**
 - **Football TB**
 - **Try Sports BL**
- 13. Woodland Park TB**
- 14. Football festival HW**
- 15. AOB**

Baslow Sports Field CIO Minutes of the Trustees Committee Meeting

Present:	Tony Buckham (chairman), Neil Mantell (treasurer), Peter Holt, John Watts, Helen Watts, Becky Lyne, Chris Lyne, Stuart Cunningham, Alan Edwards, Dave Robins, Peter Barlow, David Gray
Apologies:	Tony Mottram, David Neath, Howard Roper
Date:	Wednesday 27 th September - 7.30pm in the Cavendish Pavilion

	Discussion	Action
1	The Chairman began by welcoming everyone to the meeting and welcomed David Gray, our independent financial examiner.	
2	<p>It was agreed that the minutes of the last meeting were a true record of proceedings.</p> <p>TB confirmed that £250 had been approved to improve the drainage on the main football pitch.</p> <p>A meeting to discuss the situation of Baslow Cricket Club had been held with SC and a further one is planned to address the outstanding issues.</p> <p>PB queried the comments that some sessions on the MUGA were not paid for. NM clarified that these were training sessions for Baslow JFC and were currently covered by the annual payments by the Club.</p>	<p>DR to act</p> <p>TB to arr</p>
3	Matters arising to be covered in the meeting.	
4	<p>NM presented the accounts from 9/11/2015 to 21/3/2017 for BSF CIO. The accounts showed an improving financial position for the trust.</p> <p>David Gray explained that his role is not to carry out an audit of the trust's accounts but to see that the basic controls are in place to help the charity achieve its objectives and to draw attention to any issues which need clarification. He stated that there are no matters that need to be taken to Charities Commission. He raised 4 points that have been included in a letter to TB. (Copy of letter included with these minutes).</p> <ol style="list-style-type: none"> 1. Provide greater clarification on how the restricted funds of the individual clubs and the central funds of BSFT are managed. For example, clarify what the different funds are used for and how agreement is reached on contribution to central facilities such as the MUGA and pavilion. 2. Document any payments to trustees. The Charities Commission does not allow funds to be paid to trustees, but does allow expenses. PB suggested they should be recorded at the quarterly meetings. 3. Ensure all user groups have adequate insurance cover. 4. Ensure DRgreencare provides invoices for their services in order to show that DR is not an employee of the trust. <p>NM presented the latest financial position for 2017/18.</p>	<p>NM to p</p> <p>a docume</p> <p>clarify the</p> <p>relationsh</p> <p>between 1</p>

		<p>Income from the MUGA has increased recently due to several new user groups.</p> <p>A grant of £9,900 has been received from the National Lottery Awards for All programme, £4,000 from the Better Derbyshire Dales Fund and £1650 from the Eileen Langsley evening, giving a healthy balance of £47,000. These grants will be used to refurbish the Pavilion.</p> <p>AE asked who controls spending from the different restricted funds. NM explained that in theory any expenditure has to be approved by BSFT but that in practice both parties always cooperate and the wishes of the clubs respected.</p>	
5	BSFCIO Projects	<p>PB updated the meeting on the toilet refurbishments. A contractor, Roco Build, has been appointed. The earliest start date is end of Jan / beginning of Feb 2018. PB suggested buying in the sanitary ware in order to start the refurbishment process.</p> <p>PB raised the issue of replacing the current boiler in the near future. It was agreed to seek advice and quotes from plumbing/heating companies.</p> <p>PB reported that the annual PAT testing had just been done.</p>	<p>TB to write Derbyshire Dales to update on progress. PB to liaise with Roco Build.</p> <p>PB TB & get quote for new boiler.</p>
6	Toilet upgrades	See above	
7		<p>TB explained that the National Lottery grant will be used for the 1st floor refurbishment. A meeting will be held on 7/12 to discuss how it is envisaged the facility will be used and what the corresponding works need to be.</p> <p>The grant application to the Derbyshire Environmental Trust for the refurbishment of the ground floor was not successful. More sources of funding will be explored but this project will be delayed.</p> <p>In terms of priorities, it was agreed that the Toilets Upgrade would be tackled first, followed by the 1st floor, then the ground floor.</p>	CL & TB pursue grant application
8		See above.	
9		<p>PH updated the meeting on progress with negotiations over the assignment of the lease. Delays in the completion of the process have been due to problems with accepting signatures of current trustees rather than those in the original lease, alongside changes in personnel at both solicitors and a generally unacceptable level of service from both solicitor firms. This delay has resulted in an increase in the fees from Chatsworth's solicitors, Currey & Co, up from £600 to £1450 +VAT. The fees for Shacklocks have remained at £600. Nick Wood at Chatsworth has been approached for help in resolving the matter and we are awaiting his reply. TB suggested writing to the Law Society once the process is complete to express dissatisfaction with the service received, unless there is a</p>	<p>HW to seek advice from expert in property</p> <p>TB & PH follow up</p>

		satisfactory outcome. HW suggested asking advice from local experts.	
10		PH reported that £1650 had been raised. The event was well attended and a successful raffle and auction were held. TB thanked PH on behalf of the Trust.	
11		HW & DR assured that the heating is now better controlled and timed to come on twice a day.	
12		<p>The following key points were reported by Representative Trustees:</p> <p><u>Bowls</u></p> <ul style="list-style-type: none"> ● Season closed 6 Nov. AGM 13 March, 2018. Minor refurbishment of the pavilion to be carried out in 2018 ● Objective for coming year is to increase membership. Planning to offer coaching and more open days in order to attract new members. <p><u>Cricket</u></p> <ul style="list-style-type: none"> ● AGM to take place in December 2017. A difficult season but it is hoped that the planned amalgamation with Tideswell Cricket Club will boost the number of players in 2018. Planning to run one league team and one friendly team only for coming season. Cutthorpe Cricket Club has expressed an interest in using the ground, which would maximise use of the pitch and increase income. <p><u>Football</u></p> <p>No representatives present but DR said the condition of the 7 v 7 pitch was deteriorating due to the number of matches being played. TB suggested restricting the number of teams in future seasons. A suggestion to use the MUGA for some matches was made.</p> <p>Simon Turton from Bakewell Junior Football Club has expressed an interest in using our pitches.</p> <p><u>Tennis</u></p> <ul style="list-style-type: none"> ● PB reported that a problem with a slippery surface on the bottom court, due to blocked drainage and wet conditions has been resolved, but further work will be carried in spring/summer 2018 to provide a more lasting solution. ● The coaching sessions are going well, but the new coach, Tom Haslam, is leaving the club soon. <p><u>Tryumphhealth</u></p> <ul style="list-style-type: none"> ● BL had contact with Derbyshire FA regarding the possibility of installing a 3G or 4G pitch at the sports field ● Running and after school clubs are doing well. Other activities have dwindled but planning to relaunch them in the New Year. New groups of adult hockey and netball 8-9 pm have been offered. ● Tryumphhealth is converting to a Community Interest Company (CIC). This new status should help with grant applications for training coaches etc. TB pointed out the need to be careful to clarify whether any grant applications are for BSFT or Tryummphhealth. ● Policies and procedures for children's activities are being tightened up. 	<p>SC, NM to follow</p> <p>DR & CL follow up</p> <p>CL to arr meeting v Simon Tu</p> <p>BL to for email thro</p>

	<p>JW said it was important for different clubs to share information on grant applications and that it should be a standing item on the agenda.</p>	<p>CL to act</p>
<p>13</p>	<p>TB presented a paper on Woodland Park Project Risk, which had been circulated previously.</p> <p>TB had sent Sport England and the ECB a copy of the Risk Proposals and received a response from both (attached with these minutes) which confirms they consider the proposals to form the basis of a solution to overcome Sport England's current objection. We will work with the Parish Council to re-submit the planning application which covers this and all other non BSFCIO outstanding issues.</p> <p>The Parish council have agreed to contribute £1500 towards safety net. Any further money required will be sought through grant applications.</p>	<p>TB to tak to woodla park mee 11/12/17</p>

		<p>TB asked for agreement to proceed.</p> <p>PB raised the issue of the proposed height of fence, which was lower than the 10 metres highlighted in the report. TB explained the rationale for a 6m net, which will provide a proportionate mitigation against the risks of cricket balls and which will also provide protection from footballs in the winter season.</p> <p>NM's view was that any insurer would be satisfied we had undertaken sufficient risk analysis/mitigation and due diligence in the event of any incident.</p> <p>JW asked about financing the net. TB said it would be a mixture of funding from the Parish Council and public grants.</p> <p>DR raised the issue of trees needing to be pruned to accommodate the net. TB agreed this would need to be assessed during implementation</p> <p>HW (and David Neath) suggested ongoing monitoring of ball ingresses into the Woodland Park should be undertaken by Cricket and Football</p> <p>The vote to approve the proposals was carried with one vote against (PB).</p>	<p>SC to ens Cricket c TB will c with Foot</p>
		<p>Festival next year is planned for 24th June. A World Cup theme. HW said bookings are up 30% compared with the same time last year. Volunteers will be sought nearer the time. Excellent feedback on previous years. A new tent from parish council can be used for festival as well as for general community use. It is currently stored in the lock up.</p>	
<p>14</p>		<p>PB reported damage to the internal changing room doors. If it continues, a suggestion was made to charge the teams who had played during the weekend when the damage was done.</p> <p>PH reported a problem with caravans using the sports field car park and/or backing up along the driveway to the caravan park at lunchtime. This causes considerable congestion and is potentially very dangerous.</p> <p>Dates of next meetings. Trustees meetings: 26th March, 2018 26th September, 2018 5th December, 2018 AGM: 28th June, 2018</p>	<p>CL & TB email use groups.</p> <p>HW to w caravan p</p> <p>CL & TB dates for</p>