

**Minutes of the Annual General Meeting
of the Trustees of Duloe and Staploe Village Playing Field held at 9.00pm
on Tuesday 30th September 2018 in the Village Hall at Wyboston Village
Hall.**

The meeting opened at 9.30pm due to the preceding Parish Council meeting ending late.

Present: Cllr. V. Zwetsloot (Chair), Cllr. G. Meola, Cllr. E. Meola, Cllr. D. Smith, L. Crawford, Borough Cllr. T. Wootton

Apologies for absence

Cllr. R. Squire, Cllr. J. Thomson and Cllr. J. Ibbett

10. Declarations of Interest

Cllr. G. Meola and Cllr. E. Meola declared an interest in the Playing Field as they live opposite. They were granted a dispensation to discuss matters relating to the playing field by the Clerk who explained that the Monitoring Officer had previously advised that it would be appropriate to include those who had declared an interest in discussions as there were three members of the Council who had declared an interest in the Playing Field. However, she explained that if planning applications relating to the field were discussed in future then the dispensations would no longer be appropriate.

11. Public Open Forum

No matters were raised by members of the public

12. Approve minutes of the meeting on 17th July

Having been previously circulated the minutes were approved as an accurate record of the meeting. Proposed by Cllr. E. Meola and seconded by Cllr. V. Zwetsloot.

13. Chairman's report (J. Ibbett read by L. Crawford in her absence)

The first trustees meeting for the charity for many years was held in July 2018. Staploe and Duloe Football Club moved to Little Paxton at the end of May so the charity is now paying for grass cutting. Funds are donated from the Parish Council for this purpose. Bradgate are cutting and treating the grass. Cllr. R. Squire felled a dead tree in the boundary hedge behind the Village Hall and he closed the gap in the eastern boundary. We are advertising the field is available for hire and the Parish Council are seeking quotes to improve the football containers so that these can be hired with the field. The quorum has been changed to 3 people at our meeting in July.

14. Clerk's financial report

In previous years there have been no transactions for the charity because all maintenance costs were met by Staploe and Duloe Football Club in return for free use of the pitches.

The Football Club left at the end of May 2018 and so the Parish Council is now responsible for maintaining the field. Charity funds must be held in a separate bank account to those of the Parish Council. Therefore, the Parish Council opened a separate bank account in May 2018 and transferred £1312 into the account to cover the grass cutting payments at £1262 (incl VAT) for 8 cuts plus £50 for sundry other items.

Bradgate Fencing are cutting the grass for us 8 times over the season. They started in June 2018. We are paying by 8 monthly standing orders with the first payment being for three months (due to a delay in the bank receiving the instruction) and 5 subsequent payments on 18th of: July, August, September, October and November.

In addition we spent £20 on a padlock for the drop down bollard at the eastern end of the field verge.

Next year we will need to start cutting the grass in May so we will need 10 cuts. Bradgate have quoted £1457 (incl VAT) for 10 cuts.

VAT reclaimed on these payments will be refunded to the Playing Field Account.

The only asset of the charity is the field. The play area equipment, football containers and benches etc are all assets of the Parish Council.

15. Bank Reconciliation

Duloe and Staploe Village Playing Field Bank Reconciliation							
Date of bank statement			29/10/2018	Line of cash book:		88	
				BARCLAYS			
				Duloe Playing Field 10994146			
				Receipts	Payments	Transfers	Balance
1-Apr-17	Balance bf		£-				
29-Oct-18	Balance as per accounts		£187.97	£0.00	£1,124.03	£1,312.00	<u>£187.97</u>
29-Oct-18	Balance as per bank statement		£187.97				
29-Oct-18	Posted balance - cleared balance		£-				
29-Oct-18	Balance cf		£187.97				

16. Agree a Charity Budget for 2019/20

- Grass cutting. 8 cuts with Bradgate £1092 ex VAT
- Hall hire. £21 to be held on the same night as Parish Council meetings so just paying for the extra hour x 3 meetings.
- Sundries / other. None as there is already £30 in the playing field account for this.

17. Consider whether the charity would be open to a potential future proposal from the Village Hall Committee to purchase a small parcel of land for redeveloping a “fit for purpose” village hall.

Cllr. E. Meola explained that the Village Hall Committee were consulting on three options to rebuild the village hall.

1. A simple small hall just for meetings
2. A hall designed to meet the needs of the parish
3. A larger hall which would be more versatile and would need to be hired out to the wider community

He explained that options 2 and 3 might require a change of footprint – hence the enquiry.

Cllr. V. Zwetsloot proposed that the Playing Field Trustees should agree that they were open to this proposal. Cllr. E. Meola seconded this and Councillors voted unanimously in favour.

18. Consider need for any constitutional changes.

Cllr. D. Smith proposed that the constitution should permit that the AGM be held between 1st September and 30th November each year. The trust deed currently states that it must be in October. The proposal was seconded by Cllr. E. Meola and Councillors voted unanimously in favour.

19. Agree a schedule of meetings.

It was agreed that the meetings would be held after the Parish Council meetings in January, July and the AGM in September 2019.

The meeting closed at 9.55pm