



Charity Registration No: 1163835

Vyner Park Charity, Management Committee Meeting, 5pm 21st May 2024

**Nelson's
Draft Minutes**

1	<p>Attendance: Steve Woolfrey (Chair), Alison Cowen, Brian Fergie, Andy Ferguson, John Richardson, Karen Howard Rowe, Rob Simpson, Greg Anderson, Liz Simpson (Secretary)</p> <p>Apologies: Andrew Hastie</p>	
2	<p>Minutes of the last meeting 11th April 2024 Spelling of Blewitts corrected. It was agreed that the minutes were a true and accurate record.</p>	
3	<p>Matters Arising Playground checks</p> <p>Nelson's assets</p> <p>Bowling green shrubs Shrubs need cutting back.</p> <p>Bowling green Bowling green needs to be kept clean using the specific machine.</p> <p>Energy renewal - completed Andy F has arranged a new supplier: Switched from</p>	<p>Rob and Greg will liaise on undertaking playground checks. Sign off sheets to be kept in the Pavillion. Nelsons asset list to be typed up by Lynn/Kelly and sent to Brian</p> <p>SW to get a team together asap</p> <p>Greg to train Andy F and John R so the clearing can be done on a regular basis.</p>

	<p>EDF to EON, but awaiting final bill from EDF</p> <p>Pavillion key list</p> <p>Moss treatment - Alison has sprayed a strip with the available 1L sprayer but this method took a long time. Another solution is being sought.</p>	<p>Andrew H continue</p> <p>Andy F to test another method to see what coverage is. Then do the rest.</p>
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------

3	<p>Matters Arising Contd</p> <p>Digger installation is complete</p> <p>Floodlights Work is going ahead on 4th June Goal posts will be moved at the same time.</p> <p>MUGA boards The quote is still available for £1800 for 50 boards and the committee agreed this spend.</p>	<p>.</p> <p>Liz S to complete end of project report and send back to NCC</p> <p>Andy F</p> <p>Andy F to order all 50 at a selected date tbc</p>
---	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------

4	<p>Risk Assessments</p> <p>Review and Monitoring Charity business risks</p> <p>The risk assessments have been reviewed by the committee. They were approved and they will be implemented with immediate effect</p>	
---	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

5	<p>FOI / Parish Council Publication Scheme</p> <p>Need to ensure that it is clear in the PC Publication Scheme document that the Vyner Park Charity is separate from the Parish Council in terms of the FOI process and any requests</p>	<p>Steve W to feed back to PC</p>
---	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------

6	<p>Vyner Website</p> <p>All relevant Charity Agendas Minutes and associate documentation should go onto a separate page on the Parish website.</p> <p>Cancel domain name registration as could be auto renewal.</p> <p>If the wait for access to the PC website is prolonged, it was agreed we could ask the Village Hall to add a page to their website. Not the best approach but would give the public access.</p>	<p>Liz S to talk to Liz C to see if we can get a VP page up asap.</p> <p>Liz S to check with Jan A</p> <p>SGW to liaise with VH if required</p>
7	<p>Allotments</p> <p>There have been a few enquiries from people in the village with regards to wanting to take up an allotment tenancy. It was agreed that the Secretary will write to all tenants stating that if they are not using the allotment for cultivation we would invite them to consider if they wish to continue with the tenancy.</p> <p>A notice is being sent to a specific allotment holder in relation to tidying up. The Chairman will speak to the allotment holder in question as well.</p>	<p>Liz S</p> <p>Steve W</p>
8	<p>Finance</p> <p>Audit – Audit for financial year 23/24 has been completed; the auditor’s report stated that the accounts gave a true and fair view and that we have sound financial controls. The report was received and accepted and it was agreed to pass the report including AGAR form to the PC.</p> <p>Noted receipt of £12,437.62 from PC. Brian will work with PC clerk so that the funds are distributed correctly between VP Charity and the Show.</p> <p>Income and expenditure 01/04/24- 20/05/24</p> <p>Receipts</p>	

	<p>Nelson's 1,040.00 utilities</p> <p>Nelson's 201.95 rent</p> <p>Donations 324.89 Tennis/ bowls</p> <p>Allotment fees 50.00</p> <p>Payment</p> <p>Info Comms off. 35.00 ICO reg</p> <p>EDF 514.04 electricity</p> <p>EDF 468.55 electricity</p> <p>01/04/24 - 31/03/25</p> <p>Total income 1,616.85</p> <p>Total expenditure 1017.59</p> <p>Surplus 591.25</p> <p>Additional expenditure brought to meeting £133.50 A Ferguson – bowling green, playpark and pavilion maintenance £1635.55 G Anderson – play equipment and general maintenance Committee approved and agreed expenditure.</p>	
9	<p>AOB</p> <p>A resident has requested we publish draft minutes, rather than waiting for the approved version at the subsequent meeting. Committee agreed, subject to a Draft watermark being added.</p> <p>Agreed it was acceptable to include a contact for VP in a local Facebook page.</p> <p>Directional sign The sign belongs to Swarland Village Action. We will be willing to make a financial contribution to a new sign. We would recommend incorporation of Swarland Village Club and the Village Hall.</p> <p>Cutting of grass and meadow</p>	<p>Liz S to email resident</p> <p>Liz S to email resident</p> <p>Rob feedback to Tom and Liz S email Brian Stanley</p>

