

# Glaphorn Playing Field Association

## GPFA Minutes 7<sup>th</sup> Feb 2023 at 7.30pm Glaphorn Village Hall

### 1. Welcome from the Chair – Nick Knowles (NK)

NK welcomed people to the GPFA Meeting.

Attendance:

Chair – Nick Knowles (NK)

Secretary – Debbie Carmichael (DCa)

Treasurer – Gillian Bland (GB)

Joanna Cadman (JC)

Elli Igglesden (EI)

### 2. Apologies for Absence

Malcolm Moss (MM), Cheryl Scott (CS), David Cashmore (DC)

### 3. Minutes of Previous Meeting - Review of actions from previous meeting and sign off.

Person Responsible	Action Required	Outcome
SB	To forward quote for insurance when it arrives	Completed and Paid by GB
MM	Call Barclays to set up new account with Barclays as a charity – Barclays closing in May in Oundle.	MM has info and on Holiday Carried forward to next meeting
NK	Servicing of Lawn mower to be arranged when required – quote last year, needs a mix of fuel. Engine designed for old fuel. Additive needs adding to fuel NK to make enquires about this and what is required.	Servicing to be arranged when required. The lawn mower needs a mix fuel as it's an old engine. Additive needs adding. NK to make enquires about this for clarity.
MM	To set up Grass rota when we start cutting again. – MM and NK to set up	MM and NK to set up
NK	Organise afternoon with committee to carry out maintenance on Playing Field, Car park and Play equipment. – NK salting around playground. Filled up salt bin. DB did Dec maintenance. Co-ordinate with pea gravel arriving. Parish council to order pea gravel for car park. NK to find out when pea gravel coming and caps. NK to arrange maintenance when Pea gravel arrives. Streamer. Jo doing Feb maintenance.	NK salted around paths and carpark and filled up salt bin. DB did Dec maintenance checks. NK to arrange afternoon of maintenance and co-ordinate with pea gravel arriving. Parish council to order pea gravel for car park. NK to find out when pea gravel coming and caps. Strimming to be carried out by. JH doing Feb maintenance.
MM	Get Quote for Pea Gravel and Caps for Play Equipment –	MM took to Parish council and parish council agreed to pay for gravel. MM to follow up with ordering of pea Gravel through Parish Council. MM to order caps for play equipment
DC	Upload documents to Parish Council Website	carry forward.
DCa	Enquire about Amps wine tasting event –	Enquires made pick a date for event. DC to arrange meeting with fundraising committee to co-ordinate
DCa	Update Charity commission website and document -	completed
NK	Book Village Hall for next Meeting 11 <sup>th</sup> Jan 23	Meeting moved, next meeting booking

		required 26 <sup>th</sup> April NK to booked hall. Possibly as an AGM but needs advertising.
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#### **4. Matters Arising:**

- 4.1. Insurance costs update – GB Paid £287.61
- 4.2. Setting up a new bank account – on going and remind MM to action.

#### **5. Maintenance Issues - (items raised from playground checks, general maintenance, any complaints etc)**

- 5.1. Sand slit update – looking good and slits are filled. Grass growing in slits. Should be good if dries out this year, but only time will tell. Let grass grow a little more until officially open until grass is growing.
- 5.2. Water - Do we have to pay for water rates on the field? Query at meeting to be confirmed by DC. Connection due Mon-Wed next week.
- 5.3. Report on Grass cutting
  - 5.3.1. Servicing Costs – NK to get up to date version of quote
  - 5.3.2. Grass Cutting Rota – NK and MM to co-ordinate
- 5.4. Report on Fence Maintenance – fences are ok at present
- 5.5. Playground/playing field Inspection
  - 5.5.1. Maintenance check list modification – GB to add to maintenance check list about fence
  - 5.5.2. Report in Issues – caps missing MM ordering
  - 5.5.3. Children playing equipment Repair – repairs held up. Caps still required MM to order
  - 5.5.4. Exercise Equipment Repair – these have become firm now the ground has moisture in it. These are ok now.
  - 5.5.5. Water – to be connected Mon-Wed, car park to be closed. Please can CS put out rota for half term
- 5.6. Car park observations to report to GPC – Pea gravel needs topping up. Get four disabled badges for the fence. NK to look at costs and order them.

#### **6. Treasury Report :-**

- 6.1. Balance - £1856.81. This year we are not receiving the £500, NK to find out when payment for £500 will be for next year. Precept comes in every year and 90 % goes back to cover fees and then some of the precept comes to the village.
- 6.2. Sign off payment required – nothing outstanding

#### **7. Fundraising Report - (updates on events held or upcoming events & applications for funding) – DCa to come back with date and meeting update from fundraising committee.**

#### **8. Administration Issues- (documentation, rotas, hall bookings, insurance etc). – CS to do Feb half term rota.**

#### **9. Any Other Business**

- 9.1. Electric gate – need to look at solar to run electrics, EI to look at quotes**
- 9.2. New path along the side of the entrance to be considered**

#### **10. Date of the next meeting – 26<sup>th</sup> April possibly as AGM as well, NK to book village hall. – for news letter to advertise as AGM (contact Pauline Davis)**