

NEWPORT PLAYING FIELD TRUSTEES MEETING  
7pm 26th MARCH, 2012.  
ECO CENTRE, LOWER ST. MARY STREET, NEWPORT

AGENDA:

Minutes of the Meeting held on the 27th February, 2012.

Matters Arising

Temporary Caretakers' Report

Correspondence

Finance

A.O.B.

.....*Janet Western*.....Secretary

NEWPORT PLAYING FIELD TRUSTEES MEETING  
27th FEBRUARY 2012  
ECO CENTRE, LOWER ST. MARY STREET, NEWPORT

PRESENT: Cllr. Byron James (Chairman)  
Cllrs. Paul Harries, John Rowe Lewis, Daron Paish,  
John Humfrey, Soo Hutchinson, Michael Sajko,  
Peter Harwood, Michael Mathias  
G. Caffola (Dros Plant)

Apology for Absence: Cllr. Michael Phillips.

---

MINUTES:

Subject to paragraph 10 being corrected to read "key put in the key box adjacent to the alarm" the Minutes of the Meeting held on the 30th January 2012 were resolved as correct by Cllrs. Humfrey and Lewis, and agreed by all present.

MATTERS ARISING

The legal documents have still to be located.

The Secretary was requested to remind the Rugby Club that we have still to receive the return of their Terms of Agreement for the hire of the facilities.

Cllr. Harries reported that PLANNED have still to invoice the Playing Field for our share of the building cost.

J. Caffola reported on the necessity for a second sink to be installed for hand washing, and a dishwasher. Dros Plant would be prepared to fund the dishwasher. The question of a second sink will be discussed further. Cllr. Harries & Hutchinson accepted the Dros Plant offer to fund the dishwasher.

Cllr. Harries reported that whilst we had received PCC verbal acceptance that all Building Regulations had been carried out correctly we still need written confirmation. The Secretary was requested to contact PCC.

TEMPORARY CARETAKERS' REPORT

Cllr. Harries did not have any problems to report. Meter reading revealed that the Play Group used approximately £1 of Gas, Electricity and Water per 2 hour session. Rugby training £3 and Rugby Matches £5 and these costs should be born in mind when setting charges.

Cllr. Sajko suggested that all Hirers make their payments to the Playing Field by regular standing orders.

Cllr. Harries was of the opinion that a Caretaker could undertake all necessary duties in 10 minutes each day + an extra hour each week, and reminded the Meeting that the temporary caretakers retire in 2 weeks!

TEMPORARY CARETAKERS' REPORT continued

Possible candidates for the post of Caretaker included the present school Caretaker, and a member of Dros Plant. The question of who would be responsible for wages, insurance etc. was raised, and J. Cafolla will discuss this with Dros Plant and the school Caretaker.

Cllr. Harries reported that the Rugby Club had not "cleaned-up" after their last practice, but this only affected the part of the building where they have sole use at present.

CORRESPONDENCE

Cllr. Harries reported that a letter from the Rugby Club mentioned having a hook on a door, extra benches, and that the new sliding doors appeared flimsy, and that outside flagstones need attention.

Cllr. Harwood suggested we should advertise the building to encourage more use.

PAVS have offered administrative help, and this was accepted.

There was unanimous agreement that we should accept an Fire Alarm maintenance contract cost £80 + VAT.

FINANCE

J. Cafolla reported that after consultation with the Memorial Hall she suggested a charge of £6 per 2-hour session for the Mother & Toddler Group and £5 per hour for all other groups ie Steiner School & Dros Plant Meetings etc.

Cllr. Hutchinson considered the Steiner School should be able to use the building at the lower rate - presumably that paid by the Mother & Toddler group. This was not seconded. Cllrs. Humfrey & Harwood proposed and seconded that we accept the charges suggested by J. Cafolla but that this is reviewed in 3 months time.

Cllrs. Sajko & Humfrey proposed and seconded that we charge the Rugby Club £13 for using the facilities for a training session, and £25 for a match, and review this in 1 month.

RUGBY 7's TOURNAMENT & NEWPORT OLYMPIC TORCH FESTIVAL COMMITTEE

Cllr. Paish informed the Meeting that the above Committee wish to use the Playing Field facilities, and he asked whether this would clash with any existing arrangements. The Secretary will check the date of the 2012 Rugby 7's Tournament.

KYAKERS HIRE OF THE PLAYING FIELD IN JULY 2012

The Clerk reported our Insurers recommend a risk assessment is undertaken for the use of the facilities for camping in the field during the weekend 14/15 July 2012.

CLOSE OF MEETING: 7.45pm.

CORRESPONDENCE LIST - 26th March 2013

Playing Field

1. P.C.C. Completion Certificate for Changing Rooms extension.
2. P.C.C. New valuation for Council Tax for Changing Rooms to include new extension for Playgroup - Mandatory Charitable Relief = nothing to pay.
3. Solicitors letter (Mr. Prichard) enclosing copy of the Agreement between Mr. & Mrs. Sneade and the Trustees.
4. Newport Rugby Club (Mr. Chris Lodge) letter confirming new date for Rugby 7's meeting, snf sdvising delay in holding committee meeting to discuss Terms of Use etc.