

NEWPORT PLAYING FIELD TRUSTEES MEETING
7pm 30th APRIL, 2012
ECO CENTRE, LOWER ST. MARY STREET, NEWPORT

AGENDA:

MINUTES of the Meeting held on the 26th March 2012.

MATTERS ARISING

CARETAKER'S REPORT

NEWPORT RUGBY CLUB "TERMS OF USE" CONTRACT

CORRESPONDENCE

FINANCE - quarterly invoices needed for Dros Plant,
Rugby Club etc.

A.O.B.

.....*Janet Weston*.....Secretary

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

PRESENT: Cllr. Byron James (Chairman)
Cllrs. Paul Harries, Mike Phillips, Mike Sajko,
Mike Mathias, Soo Hutchinson, Peter Harwood.

Giancarla Cafolla & Angharad Davies (Dros Plant)

APOLOGIES FOR ABSENCE: Cllrs. John Humfrey & John Rowe Lewis

MINUTES:

Resolved to approve as correct the Minutes of the Meeting held on the 27th February 2012. Proposed and seconded by Cllrs. Paul Harries and Mike Sajko, and unanimously agreed.

MATTERS ARISING:

It was unanimously agreed that Cllrs. Paul Harries and Mike Phillips would obtain estimates for installing and purchasing a separate hand washing sink, and both Councillors and Giancarla Cafolla would obtain estimates for a dishwasher.

It was further unanimously agreed that all users of the Playing Field facilities would be invoiced quarterly, and requested to pay by direct debit.

The temporary Caretakers have completed their term of duties, and it was unanimously agreed to appoint Angharad Davies as Caretaker for a nominal salary of £10 per week.

The Chairman suggested that Angharad Davies be invited to join the Committee but it was agreed Angharad should be accepted as an Advisor.

Cllr. Harries reminded the Meeting that we still required a name for the refurbished building, plus the PLANNED plaque still needed to be displayed.

It was agreed that the School and the wider Community all be invited to suggest a name for the building, plus details of the availability of the building need to be advertised on the Town website etc.

On the subject of future use of all the Playing Field facilities all enquiries/bookings/charges etc. must be dealt with by the Trustees.

Cllr. Peter Harwood reported that with Cllr. Mike Phillips he had carried out a risk assessment of all the facilities to be used by the Kyakers who have been granted permission to camp in the field for a fund-raising charity weekend in July. Cllr. Paul Harries requested a copy of this assessment report.

Key Holders: it was agreed that a complete set of keys for the building be held by: Dros Plant (Giancarla Cafolla) Caretaker (Angharad Davies) and Cllr. Paul Harries, and providing we come to a satisfactory agreement - and they accept a Terms of Use signed document - keys will also be given to a member of the Rugby Club. A £20 deposit was suggested for each set of keys.

MATTERS ARISING continued

Turning to the long term use of the building Dros Plant will be organising fund raising events including a rugby match. Meantime permission was granted for them to install light shades, clock and a stair gate to block entrance to a shower.

CORRESPONDENCE

3 Skate Park inspection reports were given to the Secretary for onward transmission to PCC.

Completed booking forms for the period 27/2/12 to 25/03/12 were given to the Secretary.

FINANCE

Dros Plant have purchased crockery/cutlery etc. for use in the building costing approximately £80. The Trustees agreed to reimburse Dros Plant.

Cllr. Paul Harries submitted invoices for various stationary etc. he has purchased for the Playing Field, and it was agreed he should be repaid the sum of £3.05p.

CLOSE OF MEETING: The Meeting closed at 7.45pm.