

QUEEN ELIZABETH II PLAYING FIELD CHILD OKEFORD CHARITABLE TRUST

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TRUST MINUTES

Minutes of the Ordinary Meeting of the Trustees held on Monday, 03 July 2017 held in the Community Centre directly following the Parish Council Ordinary Meeting.

20 **Attendance and approval of Apologies for Absence**

Present: Councillors: Baird (Chairman); Blake; Chetwode; Giles; Hepburn; Rudd; Holdeman; Jespersen; Smith

In attendance: Debra Holland (Clerk to the Trust). There were two members of the public present.

To receive apologies for absence: There no apologies for absence

21 **To receive Declarations of Interest**

There were no declarations of interest.

22 **Confirm minutes of the previous meeting held on 05 June 2017**

The minutes of the previous meeting were approved as a true record

Proposed: Cllr Baird

Seconded: Cllr Blake

23 **To discuss matters arising from the previous minutes**

15) An update was provided by Cllr Chetwode to question at the previous meeting of costing the installation of WiFi at the Community Centre. The costs were:-

BT Fibre unlimited broadband £125.00 set up fee; £15 per month line rental; £13.50 per month broadband.

Virgin Fibre without line - not available

Mobile WiFi monthly fee £20 - £50 depending on download limit. No costs for set up, just little box in the Community Centre which could be vulnerable to theft.

Dongles has to be plugged into device using broadband.

Cllr Rudd thanked Cllr Chetwode for the comprehensive research which will be valuable for future reference, but felt that on balance, the installation of WiFi at this time was probably not required.

24 **Finance**

5.1 **Review values of assets on new dedicated asset register**

It was agreed that the classification for the two new picnic benches should be as a donation, therefore each bench will receive a value of £1.00 on the register.

5.2 **New bank account – update**

The Clerk advised that upon recent receipt of all the completed forms, the next step is to have the legal documents ratified at the bank and certified copies made before posting off for processing as a matter of urgency.

5.3 **Accounts**

The new accounts sheet has not yet been created by the RFO as no bank account opened yet, therefore the agreed budgeted funds will be transferred from the

Council's bank account when it is. The agreed funds of £3,280 will be transferred, then a contra back into the Council's bank account will be done covering the unavoidable payments that needed to be made from the Council's bank account in the interim as a consequence of the difficulties and delay in opening a dedicated bank account for the Trust.

The Chairman pointed out that once all the monies destined for the Trust bank were showing, then it will be evident that the value is creeping up to the £5K threshold before registration will be necessary with the Charity Commission.

25 **Playing Field and Maintenance**

Groundsman Contract (to open tenders)

The Clerk produced the unopened tender received before the deadline of 01 July and it was opened in view of the Trustees. Upon revealing the identity of the individual it transpired he was already known by several of the Members as a competent groundsman elsewhere with current local connections in Child Okeford. Despite no other tenders being received following a second round of advertisements over several months for a groundsman to come forward, this submission stands on its own merit. In light of the fact that the interim groundsman has confirmed he will not be able to provide cover for much longer and there being no other tenders for comparison and quality of the only tender received met with the approval of the Trustees, and it was **RESOLVED** to accept the tender as a direct award on that basis as per Financial Regulations 11.1 (c) with the proviso:

- 1) Confirmation is received that the first element of the costs submitted for the period 01 July 2017 – 31 March 2018 tender submitted are indeed *pro rata*.
ACTION: Clerk to write to gain confirmation before offer is made to accept tender
- 2) That it is made clear in any offer letter, that whilst the tender document required three years projected costs, the contract will be reviewed annually and does not cover a three year contract period.

26 **Response from Fields in Trust in relation to the following:**

CORGI plan; Weddings and Marquees; COMPACT shed

Cllr Rudd was not in receipt of enough information at this juncture to offer a meaningful update.

ACTION: Cllr Rudd to continue negotiations with Fields in Trust and report back.

27 **Matters of Interest**

Cllr Baird raised the matter of placing a notice board outside the Community Centre.

It was resolved that a new notice board is purchased using funds from the Hey Day Committee.

ACTION: Clerk to forward names of suppliers of notice boards to Cllr Baird to start her enquires.

Cllr Blake also commented that the outside electrical sockets/fitments that were installed worked very well for the Hey Day event.

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The Chairman declared he meeting closed at 9.15 p.m.

Signed Date:.....

Please note that the foregoing do not become minutes until approved by Trustees and signed to that effect by the Presiding Chairman at the next meeting