THE FRANK MONTGOMERY PLAYING FIELD TRUST MANAGEMENT COMMITTEE MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 06 NOVEMBER 2019 AT 7.30PM IN WICKHAMBREAUX VILLAGE HALL, THE STREET, WICKHAMBREAUX

Present: Linda Lodge
Elizabeth Stewart
Brian Wilkinson

Mrs Chenice Howard-Sparkes, Secretary

1. **CHAIRMAN'S OPENING REMARKS AND APOLOGIES FOR ABSENCE**
L. Lodge welcomed everyone to the meeting. Apologies for absence were received and accepted from Caroline Rees (Illness) and Fiona Dawson (Other Commitments)

2. **MINUTES OF THE MEETING HELD ON 17 JULY 2019**
The Minutes were accepted as a true record of the meeting.

3. **MATTERS ARISING FROM THE MINUTES**
Item 10 – Equipment Check Rota
L. Lodge reported that a rota for checking the equipment has not been established. Checks are being undertaken but not recorded officially. L. Lodge requested this be made an agenda item for the next meeting.

4. **ANTI-SOCIAL BEHAVIOUR / NOISE NUISANCE**
No incidents of anti-social behaviour or noise nuisance have been reported since the last meeting. B. Wilkinson reported that there also seems to be a reduction in the amount of litter on the playing field.

5. **REVIEW OF MANAGEMENT RULES**
The following two amendments to the Management Rules were unanimously approved and adopted:
   (i) That Item 6 relating to the appointment of Chairman, Treasurer and Secretary from amongst members be amended to allow the appointment of the Clerk of the Parish Council, who is not a member, to the position of Secretary should the Committee choose to not appoint a member.
   (ii) That Item 9 relating to making changes to the Management Rules be amended to allow changes to be made by resolution at a Committee meeting should an agenda item be published, rather than requiring written notification of proposed changes prior to the meeting.

6. **NATURE AREA**
L. Lodge reported that the Four Villages Post Office and Shop has awarded the Committee £395.00 towards new screening shrubs for the nature area. A neighbouring resident has also volunteered to donate some Rowan trees to add to the screening and install wildlife boxes around the nature area and wider playing field. L. Lodge reported that a working party needs to be arranged to be weave in the new shoots of the willow dome into the structure in order to thicken up the wall of the tunnel and the dome.

7. **FOOTBALL GOALS**
The Committee considered the possibility of installing either temporary or permanent goals on the playing field. After some discussion, it was unanimously agreed not to proceed with either option at this time. Committee members felt that a need for the goals had not been established and would likely cause nuisance to neighbours, both in terms of noise and footballs being kicked into gardens. Concerns were also raised at the size of football goals, especially the permanent ones, and potential difficulties mowing the playing field.

8. **JOINT SCARECROW COMPETITION**

L. Lodge reported that the School has indicated they would be supportive of a joint fundraising initiative, as long as the date fits in with other School fundraising events. E. Stewart proposed that the scarecrow competition be delayed until 2021 due to the Classic Car Show being held next year, which was unanimously agreed.

9. **PUBLIC TOILET**

L. Lodge proposed that as this would be a large expenditure project, this should be put to parishioners to vote on at the Annual Parish Meeting (APM) of the Parish Council in April/May 2020. No residents have approached the Parish Council or Committee to request public toilet facilities and concerns were expressed at the potential for vandalism. C. Howard-Sparkes agreed to raise this at the next Parish Council meeting.

10. **EVENTS 2019/2020**

L. Lodge reported that the only event scheduled is the Classic Car Show on Sunday 17 May 2020. L. Lodge reported that another meeting needs to be arranged with St Andrew's Church to agree jobs in the lead up to the event and on the day itself. B. Wilkinson reported that he has assisted the Canterbury Lions Club with approaching local business for collections for fundraising events and volunteered to do the same for the Classic Car Show. E. Stewart also offered to assist in approaching local businesses.

11. **FINANCE**

The current bank balance is £2,030.75, including the recent award from the Four Villages Post Office and Shop Fund.

12. **ANY OTHER BUSINESS**

(i) L. Lodge reported that the recent RoSPA annual inspection came back with only two minor points to address – encroaching vegetation overhanging play equipment and a missing bolt on the zip wire. Steps had already been taken to address these issues before the report was received and both items have been resolved.

(ii) L. Lodge reported that on 09 October 2019, C. Rees and C. Howard-Sparkes attended a full day training course on play area inspections hosted by The Play Inspection Company. Both are now qualified to carry out routine checks upon play equipment, which guidelines recommend carrying out weekly. Guidelines also recommend that operational inspections (the next level of checks looking at wear and tear of fixings, etc) should be carried out quarterly (only three will be required due the annual inspection). These are checks that will be need to be arranged in addition to the yearly check, and quotations will be obtained for the Parish Council to consider. For each check a form needs to be completed and these need to be kept for 21 years, along with invoices for repairs, accident records etc. This is because if a minor gets injured whilst at the playing field, once that minor reaches the age of 18, they have three years in which they could make a claim for compensation.

(iii) L. Lodge proposed amending the time for future meetings from 7.30pm to 7pm. This was unanimously agreed. The time can be changed at a later date should this be difficult for Committee members to attend.

(iv) The next Committee meeting will be held on 18 March 2020, subject to the village hall being available.

The meeting closed at 8.12pm

Signed……..... (Chairman)

Date…….....