

Toller Porcorum Playing Fields Association (PFA)

Minutes of Committee Meeting held in Village Hall Committee Room at 7pm on
Monday March 25th

1. Present: Ann Bayliss (Chair), Jean Wallbridge (Treasurer), David Ennals (Secretary), Judy Miller, Neil Farmer, David Wallbridge, Debbie Billen.
2. Apologies: Donna Hammonds, Nigel Phillips, Janet Hansford.
3. Matters Arising from Minutes dated February 19th 2019
 - Signage – AB presented a draft of the sign to go at the entrance. It was checked through with a few additions and corrections. DE showed an image of the proof for the directional signs. Both signages should be ready and or displayed before the next meeting.
 - Picnic tables – NP had agreed to repair the circular table; DW reported that he had added a preservative oil to the other 3 tables.
 - Safety surface – DE confirmed that he had sent a purchase order to Ken Hussey (KH), and he would install the matting once the grass had been cut.
 - Goal posts – Committee agreed to go ahead with purchase of the self-standing goal frame. DE to arrange purchase through KH.
 - Twin swing frame/Toddler swing – Committee agreed to go ahead with purchase of swing frame with toddler seat, basket and normal platform seat. DE to get 2 quotes. Final decision at next meeting.
 - Grass cutting – DE has been in contact with James Gibson verbally and by email, grass cut to be arranged in time for Easter Holiday.
 - Mud kitchen: DE to seek more information from KH.
 - Notice board: DE to contact Richard Sherwood for quote.
4. Financial report: JW reported that the following are signatories: AB, DE, DB and herself. The current balance including the Lottery grant is £10,646.52.
5. Lottery Grant: Terms of Use – the main threads of this are that we have to be able to prove how money was spent; document everything; only spend money on items contained in original application; records to be kept for 7 years. DE to email out the correct terms and conditions (NF to find it!).
6. A.O.B: A plan is needed of the site to agree where items are to be placed. AB agreed to print out an A3 sheet of the site from Google Earth for next meeting.
7. Date of next meeting: Wednesday May 8th 7pm.

D.E. (Secretary).