

## MINUTES

for Pilton Playing Field Trustees Meeting at 6.30 pm on Tuesday 6<sup>th</sup> June 2023.

1. **Present:** Terry Moulder, Joy James, Jo Ferguson, Owain Powell, John Boucher, Will Kenny-Levick, Tracy Mapstone, Naomi Wilson, Dee Nobbs, Andy Reilly, Kelly Sumner, Tom Hollings
2. **Apologies:** Sophie Burr
3. **Declarations of Interest:** OP as co-owner of Coffee and Waffle Van, AR involvement with PFC. Tracy Mapstone as a payee of the trust for building care taking/maintenance. Agreed anyone declaring an interest can stay in the meeting but cannot vote.
4. **Co-option of new Trustee(s):**  
JB raised that Tracy Mapstone was nominated by Pilton Show but that the addition of Pilton Show as a nominating body is still under resolution.

Proposed by JB that we co-opt Tracy Mapstone as trustee. The proposal was passed unanimously. Proposed that Tracy Mapstone continues as payee for caretaking/maintenance of building. Proposal passed unanimously.

5. **Meetings and Procedures** frequency of meetings and when they should be held discussed. Agreed monthly on the 3<sup>rd</sup> Monday, frequency may be reduced in the future. Voting system discussed agreed a show of hands. Terry Moulder proposed that as chair he will not vote unless needed to prevent an even split. Agreed.  
Agenda discussed. Agenda items to be emailed 7 days before meeting. Agenda to be circulated 3 days before.
6. **Request from Shepton Mallet Sports FC for use of facilities on Sunday afternoons in season.** AR opened the discussion. Team would like to use the pitch on a Sunday afternoon at 2pm from September to May for no more than 2 hours. AR raised that that many of the players are from Pilton as is the manager.

Tracy Mapstone raised that if the football team were going to use facilities, then this impacted on the ability of the building to be rented for parties etc.

JB raised that most of the players would not be beneficiaries of the trust, if agreed must be with reasonable justifications for this. Suggested justifications were the monetary fee, no other local teams for youth players, may open funding doors from organisations like the FA

Proposed by KS that the request be granted for one year, without facilities and for £20 per match. Seconded by JJ with the request that we enquire about structure and inclusions. Particularly if girls had access to the club. Proposal agreed unanimously.

7. **Request for seating around skate park** Raised by Chris King to JF and JJ. Proposed that this be carried over to next month.

**8. Request from coffee and waffle van vendors to use the area to sell on some mornings.** OP explained a bit of the background. They would likely be proposing to use the same site as the chip van and would need electric hook.

AR raised that PFC sell tea/coffee to raise funds and requested that it not compete.

KS raised that Pilton already has the new rooms selling coffee which is volunteer run and makes a significant contribution to charity. Should be mindful of creating competition for them.

Terry Moulder suggested decision deferred until further information about use is established. This was agreed by trustees.

**9. Roles** The following sub-committees were agreed:

- a. Maintenance/caretaking - Tracy Mapstone and Terry Moulder
- b. Grounds keeping – AR
- c. Pavilion Bookings - Fiona Case
- d. Accounts Joe Marcangelo-lyons
- e. Legal – JB
- f. Fundraising and improvements – NW, JJ, TH, AR, KS, OP

Tracy Mapstone suggested a meeting needed to discuss the extensive maintenance plan for the building. Will need to be discussed and will take some time.

AR agreed to continue with grass cutting but not able take on additional strimming and cutting back of nettles. Particularly needed around broken dog poo bin so that Somerset council will repair.

Terry Moulder asked that sub committees circulate report prior to meetings to help speed up proceedings.

**Finance** JB raised that Joe Marcangelo Lyons may be the only signature on the accounts. Need to investigate if we have a second signature. At least one of the signatures needs to be a trustee. Proposed that we co-opt JML as a trustee until we have a second signature. JJ proposed Terry Moulder as the second signature. This was seconded by OP. Proposal was agreed unanimously

JB raised the need to apply to charity commission due to income in excess of £5000

TH raised about income from solar panels. JML is investigating this.

Terry Moulder will make contact with JML to discuss co-opting, signatures and solar panels.

**10. Publicity and Communications** KS verified that PPF has a webpage and email. NW agreed to take charge of answering emails. Minutes will be published on the website. Vicky who set up the page will publish these for us. It was agreed that we would continue to pay Vicky to do this in the knowledge that the costs are very low (takes minutes at rate £15/hr)

How information is circulated between trustees discussed. Agreed that any correspondence should be sent to all trustees. With the exception of correspondence within a subcommittee.

- 11. Information sharing about records, key holders, insurances, etc** JB raised about the need for an asset register and also a risk register.

Trustees discussed insurance, KS explained this was under review. KS agreed to lead on this and will contact to find out about what cover currently.

JB enquired about the availability of a printed map of services. Tracy Mapstone has an e-copy.

Tracy Mapstone has folder of electrics and PAT test documents.

DN raised issue with key for tennis court. Only one key with Philip Eavis although historically two existed. Difficult to get access to the court at times. The cost of a new key is £45. Proposed that Dee go ahead and get this key. Proposal accepted unanimously.

- 12. Ground maintenance and bins**

OP agreed to help AR with some strimming. Trustees all agreed to help with the bins.

- 13. Solar panels** as previously discussed JML investigating

- 14. AOB** JB raised that we would need a copy of Pilton Shows risk assessment and TM confirmed that we had e scooter signs to put up.

JJ raised that improving the park should be a priority.

Tracy Mapstone raised again issue of extensive maintenance plan but that priorities should be the park, building restructure, building access, lighting for the MUGA and acoustics.

- 15. Date of next meeting** Monday July 17<sup>th</sup> 6.30pm at the pavilion.