

The Ogilvie Pavilion and Sports Ground Thorpeness

Trustees Meeting

Via Zoom

Monday 25th January 2021 7pm

MINUTES

Present: Eric Atkinson, Sue Atkinson, Maureen Jones, Wendy Sturmeay, Sue Allen, Sandra Ralph, Sally Simmons, Tim Hannon, Francis Byrne, Stuart Girling, Sara Paulley, Bill Seale, Alan Biddlecombe, Brenda Deans, Dylan Churchill, Oliver Hellis

1. Apologies: Andrew Paris, Gareth Samuel and George Godbold
2. Declaration Forms and responsibilities – The Chairman asked that everyone ensure they have signed and returned their declaration forms

There had been a number of questions regarding the form. The chairman explained that as a charity and a legal entity there is a requirement that all Trustees sign to confirm their eligibility to be a Trustee and that they understand their obligations. It is a requirement that a form is signed after each election in case anything has changed, this requirement is covered in the constitution which is based on a model produced by Action with Communities in Rural England (ACRE), who advised that it should not be substantially altered.

Francis had asked a question regarding the Ogilvie legacy and the chairman outlined the articles of the original charity that made provision for the ownership of a Club House(s) and recreation ground to be maintained by the income from the Trust and the membership. This was followed by a short discussion.

3. Welcome and Introductions The chairman welcomed everyone and asked, that as there are seven new Trustees we take this opportunity for everyone to introduce themselves and briefly outline what they would like to see in the future.
4. Roles and responsibilities – The chairman introduced a list of activities, grouped by role, that he believed had to be carried out in order to manage the pavilion and sports ground effectively and maintain compliance with all the current legislation, he stressed that it would become even more important in the future if we realised our goal to create what could become a million pound asset.

The list was then reviewed and some of the roles allocated, further work will be done at the next meeting. See attached list

5. Minutes of the previous meetings – Were agreed and signed.
6. Actions from previous meetings – Not agenda items
 - Meeting with David Moon held
 - Annual Report and Accounts submitted on time

7. Finance

The treasurer had produced the year end financial statement for 2020 and gave a brief overview. The income was £12,802 which looks good but it does include a £10,000 government grant to offset the losses through Covid19. Expenditure was £3,557 giving a surplus of £9,244. However without the grant this would represent a loss of £756.

The total money on deposit is £462,144.95

Security of Funds – Arrangements have been made with Swallow Financials to manage the monies on deposit in a secure manner. They will charge an initial setup fee of £500 but have lowered their management fees to a level where the interest will cover their costs and give us some income. Eric proposed we should accept the offer, seconded by Sue Allen it was agreed to proceed.

As we have had a £10,000 grant and there has only been limited use of the facilities during 2020, the chairman proposed that the PUG fees should be waived for the year, seconded by Alan and agreed by all.

8. Trustees Business

The list of Documents required to manage the asset was presented and everyone was asked to consider which documents they would be prepared to take the lead on and report back to the next meeting. **Action ALL**

Asset Register - The chairman presented the asset register and asked if anyone was prepared to take on the task of managing the assets. **Action ALL**

Key Register – Was presented for information.

The secretary had received a letter from Scottish Power Land Acquisition indicating their intention to lay a water pipe from a point adjacent to our entrance on Thorpe Road and route it just outside our east boundary to the location of the offshore cables land fall site just to the north of Thorpeness.

Fire inspection and certificate – The annual fire inspection was carried out last week.

Website host – The secretary had received notification that the website host will no longer be available from 24th May 2021. A working group is to be set up to look at a replacement. **Action: Alan, Eric,**

9. Facilities

The Current position with covid-19 – As there was no one to take on the role of caretaker, the pavilion has not been risk assessed and remains closed.

When it is judged right to re-open we will follow government and Community Action Suffolk Guidance

Weekly working parties had been held every Thursday morning during the summer to tackle the outstanding work list. Maureen said she was disappointed at the response although work on the drive had been started and work on the he field margins completed, culminating in the planting of fruit trees and hedging by the Thorpeness Beach Baggers Group.

Bill Seale proposed that to assist in maintenance work we should open accounts with Coastal Building Supplies and Screwbolt. It was agreed. **Action: Maureen**

10. Future Events and Bookings – Wendy reported

Voting Day May 6th - proposed to take place at present

Fun Run on May bank holiday - cancelled
Caravans – four rallies booked
A birthday party and a wedding party are booked
A number of Cricket matches planned
Classic car rally under review
Fireworks – unknown

There followed a short discussion on insurance and how these activities are covered.
The Hire and User Agreements to be reviewed. **Action: Eric**

11. New Build

We have received notification from East Suffolk Council that they are conducting a survey to update their Indoor and Outdoor Sports Facilities Strategy. The user groups are all aware and a questionnaire has been completed on behalf of the Pavilion. The report should be available early summer and may help in our deliberations.

There followed a discussion on the use of the field and what restriction may apply such as the use by caravans. It was noted that the trustees have limited the use by caravans to four long weekends a year and there are permitted development controls and licensing requirements in place which impose legal restriction.

Alan suggested that future discussion may be helped if we understood the demographics of the area, it was pointed out that 2021 is the year the census will be carried out. **Action: Dylan**

Bill Seale said he had met with three architects and they had produced drawings for a new build. The chairman asked to what design brief that the drawings had been produced. However, as there was little time to discuss new build it was agreed to leave the matter to the next meeting when sufficient time could be given on the agenda for a proper discussion.

12. Any other urgent business – No urgent business was put forward

13. Date of Next Meeting – Monday 22nd February 2021 as previously agreed.