



# CLARE PLAYING FIELD

PAVILION & SPORTS FIELD

## **Annual General Meeting 7.30 pm 20th September 2018 The Bell Hotel, Clare**

Present: Suzanne Culshaw (SC), Charlie Godfrey (CG), Mandy Messenger (MM), Robyn Sheppard (RS), Jo Everitt (JE), Andy Brader (AB), Neil Sansom (NS)

Apologies: Neil Bagshaw (NB)

### **Welcome**

**Introduce Self as Vice Chair, acting as Co-Chair with Suzanne for much of this year and will be chairing this meeting.**

On behalf of the Trustees I'd like to welcome members of the public to this AGM of the Clare Playing Field Association which is the first held since the current Charitable Incorporated Organisation (CIO) was registered by the previous team of trustees led by Gayle Mallows on 18th April 2017. We would like to acknowledge the work done by Gayle's team, their handover to us and their support as we established our original team in the late summer of last year.

Agendas are available at the front of the room and we would welcome questions as we proceed through the agenda.

### **Introduction of Trustees and Apologies for Absence**

**Introduce this item appropriately**

Suzanne Culshaw - Chair

Charlie Godfrey - Vice-Chair, also Vice Chair of Clare Town Lions FC

As mentioned earlier we have been acting as Co-Chairs for much of this year with Suzanne focussed on Strategy and the Community and Charlie focussed on Operations and Sporting Activities. It is our intent to adopt this structure formally later in meeting,

Mandy Messenger - Treasurer

Robyn Sheppard - Bookings Secretary

I'd like to acknowledge both these ladies for the work they did when we first formed our team to establish a robust web-based system for managing our bookings and finances. This system has significantly reduced the administration burden and provided us with better visibility of our costs and income. We also expect to have all our regular recurring clients on electronic banking by end of the year. One of our biggest challenges during the early months was simply transferring the Lloyds Bank account from the previous trustees and going on-line!

Jo Everitt, who is also Chair of the CCA and responsible for Marketing

Andy Brader

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Neil Sansom, who is also Secretary of Clare Town Lions FC

Neil Bagshaw, who can't be with us tonight and sends his apologies

Andy and the Neils help me with the general day to day operational issues we have to manage. At this stage it would be remiss of me not to mention, and thank, our hard-working caretaker Tony Sheppard as well as Colin Atkinson for a whole range of large and small tasks he takes care of for us.

## Charitable Objects

As stated on the Charity Commission's website our aim is to look after the Clare Town Playing Field in order to offer the local people access to a community space and sport facilities.

This is further defined by our Charitable Objects namely:

To promote for the benefit of the inhabitants of Clare and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

## Achievements since CIO formed in April 2017

**Introduce this item i.e. review what has been achieved to demonstrate how we have meet our aims and charitable objects.**

The majority of the current trustees were appointed along with Derek Blake and Ian Mills on 7<sup>th</sup> August 2017. Derek and Ian subsequently resigned their positions in the early part of this year having helped the new team settle in for which we are very grateful. Neil Bagshaw joined the team in April and Neil Sansom, our newest recruit, joined in August this year.

Clearly the Playing Fields themselves are predominantly used for football which is in an extremely healthy state with Clare Town FC running First and Reserve teams in the Cambs County League playing in Divisions 1A and 4A respectively.

The First team finished 5<sup>th</sup> in their division and won the Hundon Cup for the second year running. The Reserves also finished 5<sup>th</sup> and won both the Reg Haigh & Arthur Peck Cup and the Kedington Cup. They currently have around 50 players registered to play and train twice a week.

Clare Town Lions FC currently has teams at U8s, U10s, U13s and U16s with nearly 70 children registered to play in the Ipswich and Suffolk Youth Football League. The Lions have recently started training sessions for an U6s group and will enter them in festivals when they are ready. All teams train on a weekly basis.

Unfortunately the heatwave this summer has led to large cracks developing in both pitches making them unsafe to play on. We'd like to thank all the volunteers for their help in shifting over 7 tonnes of sand in recent weeks to fill these cracks meaning at least the main pitch can be played on from this coming weekend.



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Clare Town Lions also held a fund raising event by hosting a live screening of the England vs Panama game during the World Cup. This was an extremely well attended event and we were blessed with glorious weather and a fantastic result.

A year ago we applied to the Coop Community Funding Scheme so that we could replace the final two sets of goal posts on the adult pitches. To date just short of £750 has been raised and we anticipate this could double by the conclusion of this round. The new goals were purchased this summer along with some new goals for the younger Lions teams. A further application to the Coop scheme has been made for the next funding round to cover some of the cost of improving the insulation in the building as we endeavour to reduce our electricity costs.

The field is used by dog walkers and the occasional budding golfer can be seen in the summer months. The field was used for car parking for both Party in the Park and the Clare Craft Fair.

In late June we celebrated the 10 Year Anniversary of the new Pavilion Opening and purchased a bench in memory of John Humphrey. Along with John Martin John was instrumental in the building of the new pavilion in 2008 so felt it only right and proper to mark his passing at this time.

The hall is hired on a regular basis for Pilates with classes run during the week as well as the occasional weekend by Fiona Palmer with Jo Johnson now holding 3 yoga sessions a week as well. Gayle Mallows runs her Time for Clay classes on a regular basis and both CADS and Kids CADS have held their rehearsals in the Pavilion.

During the year there have been a number of private parties, a christening, a baby shower, fund raisers and private meetings. There have also been first aid training courses run by TD Training and Development.

More recently the hall and field were used for an event run by the National Citizens Service, the Scouts held their annual fund raiser for the first time and HIIT classes were held.

Some months ago Robyn attended a meeting with Davina Neale and the Pavilion was offered as a focal point for the Community Hub that was under discussion.

During the course of the last 18 months a substantial amount of work has had to be carried out on the Pavilion itself. Precept funding was allocated by Clare Town Council to replace and improve the hot water system, replace the existing emergency lighting and the modesty walls in the four changing rooms that had become unsafe. The council also agreed to allocate a significant proportion of ear-marked funds to replace the retaining wall at the rear of the building as it had developed a large crack and was leaning forward across part of its length. This work was awarded to a local contractor but he has been unable to fit it in to his schedule until next year. This work is now expected to be completed within the next six months by another contractor and a cost saving may be possible once the structural engineer has carried out a further assessment.

I trust you will agree with me that the aim and charitable objects of the CIO have been met are there any questions at this stage.

### Financial Update

Handover to Mandy

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In both the financial years we are reporting tonight you will note that are expenses are greater than our income. In 2017-18 the difference was approx. £2,500 and in 2018-19 we forecast it will be approx. £ 3,200.

It is important to note a number of one off items have had to be funded over the last 18 months such as new heaters, full 10 year electrical circuit checks, the new goals and the memorial bench for John Humphrey. More recently we have incurred unexpected costs in purchasing the sand for filling the cracks in the football pitches and with them being unplayable there has been a loss of income over the past month from both football clubs.

For this current year you will note that we forecast over 60% of our income will come from the football clubs and the room hire for pilates and yoga. In terms of our costs electricity consumption is a significant proportion and we have been closely monitoring our consumption. In conjunction with the recent 10 year circuit check all of the frost stats have been re-set and as previously mentioned we are seeking funding to improve the buildings insulation.

Going forward in to 2019-20 we anticipate making a small surplus now that the bookings in the main hall have increased during the week and the one off items will not recur.

The Precept request and budget for next year will be submitted to Clare Town Council by the end of September.

**Are there any questions?**

### **Outlook for 2018 / 19**

**Mandy to hand back to Charlie**

As Mandy has mentioned we now have a healthy level of bookings during the week and have a total of six active football teams regularly using the pitches.

As many of you will be aware Clare Castle Country Park were successful in their application to the Heritage Lottery fund. The work that will be carried out next year means that Party in the Park cannot be held in its normal location so we are delighted to announce that it will re-locate to the Playing Field for 2019.

In terms of the building we will continue to monitor the electricity consumption which will begin to increase as the weather turns colder and will determine how best to improve the insulation to reduce these costs. As previously mentioned we expect to replace the retaining wall subject to the weather and availability of a suitable contractor and will be carrying out a survey of the trees

We are also working with West Suffolk Council to remove the abandoned caravan from the parking area and would like to take this opportunity to note that the area is private property so anyone parking there does so at their own risk.

### **Election of Trustees**

**Handover to Suzanne at this stage to start the re-election of Trustees.**

**Suzanne to stand down as chair and Charlie to propose her as Co Chair**

**Charlie to stand down and Suzanne to propose him as Co Chair**

**Remainder of Trustees to stand down; Charlie to propose they are re-elected en masse.**

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If we find ourselves outnumbered we may need to consider the remainder of the trustees standing down one at a time for re-election.

## Meeting Close

We received two questions late yesterday from Cllr Steve Kimminau. The first one relating to the status of the required building and electrical work which I have already addressed in my review of our achievements.

### Offer to read out the question

The second question relates to the circumstances around the resignation of the previous trustees and our election.

### Offer to read out the question

As this question relates to events prior to our appointment we are not in a position to comment on the circumstances prior to August last year. We are therefore unclear on what advice Cllr Kimminau feels we need to seek from the Charities Commission and have taken note of his suggestion on training with CAS.

### Are there any further questions?

In closing I'd like to acknowledge the support of Clare Town Council and specifically Cllr Paul Bishop, Mo Smith and Julia Burge.

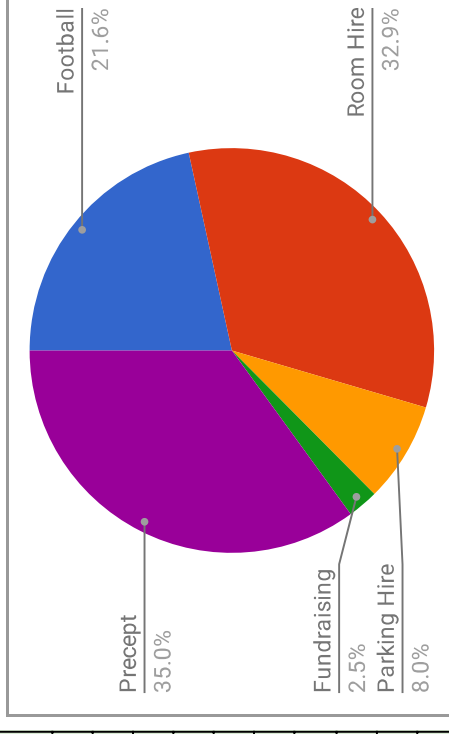
Meeting closed at xx.xx pm

Income		End March 2018	End Aug 18	Forecast 18/19
1 Foorbball	Clare Town Lions	£1,250.00	£215.00	£1,000.00
2 Football	CTFC Saturday	£456.00	£76.00	£571.00
3 Football	CTFC Reserves	£722.00	£114.00	£609.00
4 Fitness	FA Palmer (pil)	£2,050.00	£800.00	£2,000.00
5 Fitness	J Johnson (yoga)	£920.00	£240.00	£2,000.00
6 Other	Time for Clay	£175.00	£100.00	£150.00
7 Other	CADs	£0.00	£150.00	£150.00
8 Other	Clare Town Council	£0.00	£0.00	£0.00
9 Fitness	Bootcamp	£0.00	£120.00	£250.00
10 Other	Parties	£550.00	£225.00	£500.00
11 Other	Meeting Rm Hire	£10.00	£0.00	£0.00
12 Other	Fund Raising	£277.77	£579.00	£1,500.00
13 Other	Refunds	£0.00	£0.00	£0.00
14 Grant	Clare Priory/Parking	£900.00	£0.00	£500.00
15 Grant	Football Foundation	£0.00	£0.00	£0.00
16 Precept	CTC Precept	£3,934.19	£132.00	£1,000.00
17 Grant	CTC Earmarked Funds	£0.00	£0.00	£0.00
		<b>£11,244.96</b>	<b>£2,751.00</b>	<b>£10,230.00</b>

### Income (March 2018)

Football Hire	£2,428.00
Room Hire	£3,705.00
Parking Hire	£900.00
Fundraising	£277.77
Precept	£3,934.19
Earmarked	£0.00

**£11,244.96**



### Notes:

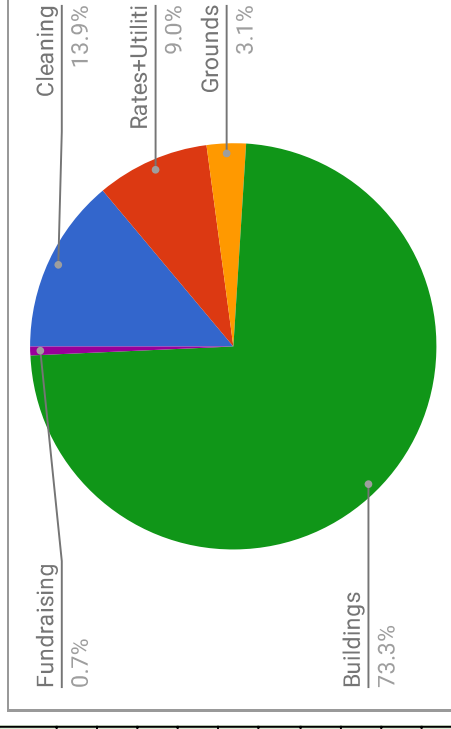
- 12. Co-op Fundraising Estimate
- 12. Include donations for the memorial bench CTFC & CTL
- 14. Expected income from Clare Priory but not yet received.
- 16. Precept for electrical testing

Expenditure	End March 2018	End Aug 18	Forecast 18/19
18 <b>Salaries</b>			
	Salaries/HMRC	£730.95	£1,900.00
19 <b>Admin</b>			
	SEBC rates	£213.28	£420.00
20	SEBC waste	£180.96	£200.00
21	Fees	£0.00	£0.00
22	TV	£0.00	£0.00
23	Sundries/Other	£130.88	£450.00
24	Anglian Water	£46.00	£100.00
25	Fund Raising	£662.77	£700.00
26 <b>Buildings</b>			
	EON	£954.00	£2,500.00
27	H&S	£0.00	£0.00
28	Maintenance	£342.28	£500.00
29	Improvements	£1,332.61	£3,000.00
30 <b>Grounds</b>			
	Line Marking 16/17	£0.00	£0.00
31	Trees	£0.00	£0.00
32	Improvements	£3,207.67	£3,750.00
33	Equipment	£0.00	£0.00
34 <b>Debts</b>			
		£0.00	£0.00
		<b>£7,801.40</b>	<b>£13,520.00</b>

### Expenditure (March 2018)

Cleaning	£1,900.35
Rates+Utilities	£1,229.53
Grounds	£426.92
Buildings	£10,018.68
Fundraising	£97.79

**£13,673.27**



### Notes:

- 19. Rates includes alcohol licence.
- 29. Includes more efficient heating and updated fire safety measures
- 29. Excludes works on retaining wall
- 25. Includes 10th Anniversary Celebration and Memorial Bench
- 32. New Goals and pitch repairs following drought

35 Excess of income over expenditure	-£2,428.31	-£5,050.40	-£3,290.00
36 Add C/F from previous year	£11,593.85	£9,165.54	£9,165.54
37 <b>C/F to next year</b>	£9,165.54	£4,115.14	£5,875.54