

KING GEORGE'S FIELD CHARITY

Minutes of the meeting of the **Committee of Management of the King George V Field Charity (Ferndown)** held on **Tuesday 22 June 2021 at the Barrington Centre Theatre, Pennys Walk, Ferndown BH22 9TH**

In attendance: Councillors: J Baxter, T Cordery, A Miller, J Robinson, K Stamp and M Stickley.

Officers: K Osborne (PA), M Follan (Office Manager) and K Wilcox (Senior Groundsman).

Member of the public: two.

KGVMC/2021/001	<p>Election of Chairman</p> <p>Cllr Robinson proposed that Cllr Baxter be elected Chairman, seconded by Cllr Stickley and agreed by all.</p> <p>Resolved – Cllr Baxter be elected Chairman for the municipal year 2021/2022.</p>
KGVMC/2021/002	<p>Election of Vice Chairman</p> <p>Cllr Robinson proposed that Cllr Stickley be elected Vice Chairman, seconded by Cllr Stamp and agreed by four with one abstention.</p> <p>Resolved – Cllr Stickley be elected Vice Chairman for the municipal year 2021/2022.</p>
KGVMC/2021/003	<p>Apologies</p> <p>Apologies were received from Cllr Phillips.</p>
KGVMC/2021/004	<p>Declarations of interest and dispensations</p> <p>None</p>
KGVMC/2021/005	<p>Public Participation</p> <p>Philip Jones (Headteacher, Ferndown Upper School) and Samantha Moore (Governor) attended the meeting to provide members with a presentation on the proposed land swap between the Charity and Dorset Council to enable the Upper School's expansion.</p>

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Signed as a true and accurate record Chairman, King George V Charity on

	<p>Mr Jones explained that the school's performance and its reputation had improved significantly over the last few years and consequently student capacity was at its maximum. A long term solution was required.</p> <p>To enable the school to expand and to deliver the T Level courses from September 2022 (a technical based qualification and an alternative to A-Levels), the school was proposing to use the Redgra land to build either a state of the art facility for students on the T Level courses or a 3g pitch.</p> <p>The land swap proposal was like for like in terms of size and Dorset Council had confirmed that they would continue to lease the lower playing fields from the Charity on behalf of the Ferndown Schools so there would be no financial loss to the Charity.</p> <p>The Committee thanked Mr Jones and Mrs Moore for attending and they both left the meeting.</p> <p>The Committee discussed the proposals and reviewed its position. Cllr Stamp proposed that the Committee agreed, in principle, to the land swap proposal but subject to obtaining further legal advice and a valuation on both pieces of land before making a recommendation to the Charity's trustees. This was seconded by Cllr Miller and agreed by four with one abstention and one objection.</p> <p>Resolved: to agree, in principle, to the land swap proposal but subject to obtaining further legal advice and a valuation on both pieces of land prior to making a recommendation to the Charity's trustees.</p>
<p>KGVMC/2021/006</p>	<p>Minutes of the meetings held on 13 and 27 April 2021</p> <p>Cllr Baxter proposed to accept the minutes of 13 and 27 April 2021 and be signed at an appropriate time by the Chairman, seconded by Cllr Cordery and agreed by all.</p> <p>Resolved: the minutes of 13 and 27 April 2021 were accepted and were to be signed at an appropriate time by the Chairman.</p>
<p>KGVMC/2021/007</p>	<p>Verbal update in relation to outstanding items from the previous meeting.</p> <p>i) Update on the kiosk facility: The Committee was advised that the licence agreement had been approved by both parties and was ready to sign.</p>

	<p>The planning application for change of use had been submitted and the site notice was now on display. It was hoped that a decision would be made by 23 July.</p> <p>The sliding window had been ordered and would be fitted by the contractor in early July.</p> <p>The picnic tables had been positioned outside of the Regency Room and in between the tennis courts and play park. The public's use of these would be monitored.</p> <p>ii) Update on the Regency Room working group meeting.</p> <p>The group had met and agreed on furniture, fixtures and fittings for the room. The group had noted concern over how bookings would be managed (liaising with hirers, unlocking/locking the facility in the evenings/weekends). This would be discussed by the Management Committee at agenda item 9.</p> <p>iii) Tennis Club licence.</p> <p>The licence had been updated further in response to advice from the Charity's solicitor. This was now with the Tennis Club for signing and it was hoped that this matter would be concluded in the very near future.</p> <p>iv) Health & Safety Audit Update</p> <p>An update on the progress with the action plan was provided and it was noted that the majority of actions had been addressed.</p> <p>v) Covid risk assessment update.</p> <p>The risk assessment had been updated in response to the government's decision to extend the lockdown. This was noted by the Committee.</p> <p>vi) Upper car park work update</p> <p>It was reported that the contractor selected to undertake the work to replace the broken flow plates had reviewed their quotation to replace the "teeth" within the current layout. The contractor advised that the current spacing would not prevent vehicles from accessing the car park via the exit. Additional plates would be required and the re-quote for this was substantially higher at £7250 plus VAT.</p> <p>In response to this, another company had been approached to carry out the work at a cost of £2260 plus</p>
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	<p>VAT. The plates would be suitable for vehicles up to 40 tonnes and the plates would be positioned appropriately.</p> <p>It was proposed by Cllr Baxter, seconded by Cllr Robinson and unanimously agreed to instruct the alternative contractor to carry out the repairs to the flow plates to the exit of the upper car park.</p> <p>vii) Valuation update.</p> <p>The District Valuer has been instructed to provide an up-to-date valuation of the Charity's land and assets. Members of the Committee had received and noted the report.</p> <p>In response to the updated valuation, the Charity's annual insurance premium had increased and this was noted by the Committee.</p>
<p>KGVMC/2021/008</p>	<p>Memorandum of Understanding</p> <p>The Committee considered a memorandum of understanding drafted by the Charity's solicitors which would see the Council delivering specific services for the Charity as detailed under Schedule 1 of the agreement. This would bypass the bureaucracy and duplication currently experienced.</p> <p>Cllr Cordery proposed that the memorandum of understanding be deferred to the next meeting, seconded by Cllr Robinson and unanimously agreed.</p> <p>Resolved: the memorandum of understanding relating to the management and maintenance of King George's Field be deferred to the Committee's next meeting on 9 August 2021.</p>
<p>KGVMC/2021/009</p>	<p>Dorset Council Leases</p> <p>It was reported that Dorset Council had not completed its asset review including its lease arrangements with the Charity. The Committee was advised that it could not assume this would be a regular income for the Charity in the future and any future budgets should not include this as an income.</p>
<p>KGVMC/2021/010</p>	<p>Website</p> <p>The Regency Room working group had identified the need for the Charity to have its own separate website as a means to promote all the facilities at KGV. Cllr Robinson reported that this could be funded from the £20,000 allocated to the Management Committee by the KGV Project Delivery Group to get the</p>

	<p>Regency Room ready to hire.</p> <p>Cllr Robinson proposed that three quotations to create a website are sought, seconded by Cllr Robinson and unanimously agreed.</p> <p>Resolved: three companies are approached to provide quotations to design and build a website for the King George's Field Charity and presented at the next meeting.</p>
KGVMC/2021/011	<p>Hire administration and management of building facilities</p> <p>The Committee considered a proposed hire form and hire conditions for the rooms at the KGV pavilion. It was felt that section 32 of the hire conditions stipulating that all external doors and windows should be shut after 8pm when playing music would put off potential hirers.</p> <p>Cllr Robinson proposed that, subject to checking section 32 against the premises licence, that the hire agreement form and conditions are approved for use, seconded by Cllr Stamp and unanimously agreed.</p> <p>Resolved: the hire agreement form and hire conditions for the room at the KGV pavilion are approved for use.</p> <p>The Committee considered a day rate hire fee for the Regency Room. The hire charges for the Barrington Centre, King's Room and George Room were used as a comparison.</p> <p>Cllr Robinson proposed a day rate of £18 per hour or £40 for a half day with a discounted rate of 50% for those community groups / not for profit organisations who book 12 consecutive hirings, seconded by Cllr Stamp and unanimously agreed.</p> <p>Resolved: The day rate for the Regency Room be £18 per hour or £40 for a half day with a discounted rate of 50% for those community groups / not for profit organisations who book 12 consecutive hirings.</p> <p>The Regency Room working party had raised a concern regarding how the room hire will be co-ordinated and managed in terms of meeting and greeting hirers and ensuring the building is secure when hirers depart on weekends and the evenings. The Committee was advised that there were 3 possible options:</p> <ol style="list-style-type: none"> 1) Employ a member of staff which would incur national insurance and pension contributions. 2) Existing staff to carry out these duties. 3) Instruct a 3rd party (facilities management contractor).

	<p>The Committee returned to the facilities management tender which took place at the beginning of the year.</p> <p>Cllr Robinson proposed that the company who tendered for the service is re-approached to negotiate the monthly rate and a 9 month contract to 31 March 2022, seconded by Cllr Miller and agreed by four with one objection.</p> <p>Resolved: the company who tendered for the facilities management service is re-approached to negotiate a reduction in the monthly rate and a 9 month contract to 31 March 2022 and members be updated via email and a decision made via email.</p>
<p>KGVMC/2021/012</p>	<p>Internal audit and end of year account 1 April 2020 to 31 March 2021</p> <p>The Auditor had reported very positively on the Charity's accounts. The Committee was reminded that the accounts needed to be signed by the Chairman of the Trustees but required approval by the Management Committee first.</p> <p>The Committee noted the Auditors report for the end of year accounts for the financial year 1 April 2020 to 31 March 2021 and authorised the Chairman of the Trustees to sign the accounts.</p> <p>It was PROPOSED by Cllr Robinson and SECONDED by Cllr Baxter and unanimously-</p> <p>Resolved to recommend that the annual audit is signed by the Chairman of KGV Trustees.</p>
<p>KGVMC/2021/013</p>	<p>Review of policies and procedures</p> <p>It was proposed by Cllr Baxter, seconded by Cllr Cordery to accept and adopt the following policies:</p> <ul style="list-style-type: none"> • TOIL and Overtime Policy <p>Resolved: accept and adopt the TOIL and Overtime Policy.</p>
<p>KGVMC/2021/014</p>	<p>Close of meeting and date of next meeting</p> <p>Date of next meeting on 9 August 2021 was noted. A request was made to change the meeting date as another Council committee meeting was taking place that evening.</p> <p>The Chairman thanked everyone for their participation and closed the meeting at 4.25pm.</p>

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