**Tickenham Village Field Management Committee**

**ANNUAL GENERAL MEETING**

Minutes of the meeting held on Thursday 28th September 2023 at 4.30p.m. outside in

Tickenham Village Lower Field.

**PRESENT:**

John Banks, Bob Beale, Chris Clarke, Dave Ellison (Chair), Alan Hooley and John Purcell. Dave Balderstone attended as an interested visitor.

**APOLOGIES:**

No apologies for absence were received.

**MINUTES OF LAST AGM & MATTERS ARISING:**

The minutes of the previous AGM dated 14th October 2022 were passed. Any matters arising from these minutes were deferred to be covered under AOB.

**CHAIR’S REPORT:**

Welcome to the 2023 AGM and particularly to anyone present who’s not currently a committee member but would like to be - or may be attending purely out of curiosity – a very warm welcome to you all!

This is the AGM for our year ending 31-March-2023. As per our Treasurer’s Report, formally my report should dwell on the 12 months to 31st March of this year, but as there has been plenty going on this summer, I also mention a few more recent things and also briefly look into the future. To avoid repetition across the AGM reports please refer to John Purcell’s excellent Treasurer’s Report for detail in terms of income (notably including grants in year from NCT and the NSC Playground improvements scheme) and spend (additional playground equipment the main feature).

At our last AGM in 2022 we were reflecting on a post-Covid year that had seen return to normality in terms of no limitations or constraints on usage of playground or other facilities.

And what we offer to the community and its visitors continued to be enjoyed by the many into 2023. Which leads me to the first note of thanks in respect of the quality of what we provide – thanks and appreciation to the committee for diligently delivering on the weekly inspection schedule, the emptying of often unattractive and smelly litter bin contents, undertaking various fixes/gardening/leaf and grass cutting rakings and far too many other things to mention. All much noted by users, who frequently commend the appeal and attractiveness of what we have here. This is backed up by related references on local TripAdvisor etc.

Following two gap years we were delighted to stage a return of the Village Field Day in July 2022 – in the middle of the heatwave but an afternoon enjoyed by all - with teams representing the school, TICs, walking football and a family team. With a change of emphasis to that of ‘Village Sports Day’ it was then held, equally successfully, recently in July 2023 and is next scheduled for 30 June 2024. It continues to be the focal event of our year at the Village Field with strong emphasis on fun, atmosphere - and a slight competitive edge across the teams!

Two other things that have continued throughout the year and which also generate funds for maintenance, upkeep and development are the weekly walking football sessions and for which significant gratitude to Mark Plinston for persistently continuing to organise, facilitate and collect subs (classed as a donation to the Field) from it. And secondly the village lottery which has seen new participants added during the year. Notable thanks to Bob Beale for masterminding the lottery and circulating a Field news email to all participants each month – and to John Purcell for keeping an eye on all the standing orders etc. Thanks to Bob too for our monthly comms item into the Village Magazine.

Pleasing also that there have been yoga sessions held on the sports pitch and lower field, a huge usage of the playground by school families at afternoon pick-up, and of course we are pleased that the lower field is used for staging various village events in year including during the last year the Church Summer Fair and Flower Show. In summer 2022 we also hosted a village beacon light for the late Queen Elizabeth II jubilee celebrations – accompanied by refreshments served on the sports pitch. Later that weekend there was a formal blessing of the young (but rapidly growing) oak tree and jubilee picnic.

The colourful bank of flowering bulbs at top of the lower field continues to slowly prosper and flourish. With much thanks to John Banks for continuing to organise its carefully selected cuts (undertaken by Ian Trenchard) at various points in the year. John also led the working party planting brightly coloured border plants (donated by North Somerset Council) adjacent to the sports pitch. Thank you, John and to all who helped including watering during the one dry month of this 2023 growing season – June!

In terms of some ongoing matters the condemned (due ‘dieback’) ash tree in lower field continues to stay alive and has again flourished with green growth – perhaps in itself aware of the recent professional inspection and nod that it continues to be in a safe condition! We keep a watchful eye on it.

We are most grateful to Chris Roberts for dealing with weed growth on the boules court. Previous years evidence of anti-social behaviours (nitro gas canisters and late evening car-park movements) appear to have significantly reduced.

Two key, but related actions to mention from this summer:

* With thanks to the Parish Council administered Community Infrastructure Levy (CIL) fund we have this summer been able to complete the fencing of the sports pitch – on its East and North sides. Big thanks to Alan Hooley for masterminding that project including submitting our CIL application.
* And tied in with that and also benefitting from it, our installed solution which we hope has finally dealt with children causing erosion to the North bank above sports pitch.

A few other things to mention:

* Bob, thanks for aligning the insurances much more precisely to our requirements.
* Very pleasing that our external 2023 (3rd Party) annual risk inspection and report resulted in minimal findings – namely wood-rot on some ground level wooden adventure course stumps (now replaced) and stability of the basketball stands (considered and adjustments applied)
* Gratitude to the Parish Council for organising the very useful ‘Open Day’ in May 2023 where we were able to meet new and current residents in the village.
* Grateful to Elaine and Colin Archer for donating a BBQ set (and first supply of its gas) which replaced our rusting village grill at the sports day.

Looking into the remainder of 2023 and on to 2024 one keen item of interest is progressing ideas for spending S106 Agreement monies (c.£27k+ indexing) resulting from housing developments in Tickenham. And the other is the one issue which doesn’t disappear; the subject of surface area repairs needed to the sports pitch – we have an initial mitigation in mind including some reseeding.

In closing I would like to thank all of you on the committee for the effort you put into these facilities – year after year. And your time for attending meetings, thinking time and time spent reading and responding to my many emails! But on that front, we must commend Chris Clarke and his 21st century breakthrough transitioning us, whenever possible, from email to WhatsApp – a very smart move!

And it would be wrong not to again thank Vena Prater for her time on aspects including field bookings, forwarding and returning various emails and documents and advising / helping to attend to some specific matters which this year has included dialogues with the NSC grass-cutting contractor (a notable topic this year in particular). Thankyou Vena.

Thank you all and of course it is well known that most importantly this appreciation is warmly repeated by the many users and visitors to the playground, sports pitch and field.

That closes my report. D Ellison. 28-September-2023.

**TREASURER’S REPORT FOR THE FINANCIAL YEAR ENDING 31ST MARCH 2023**

I confirm that the Accounts for the year ending 31st March 2023, have been audited and signed off, with our thanks, by Michelle Crocker (FCCA). A copy will be sent to the Parish Council for their records.

Summary (Figures in brackets are negative)

I report an in-year deficit in 22/23, for income against expenditure of (£136.05), a decrease of £1,075.32 v. prior year. Income was exceptionally high, as was expenditure, as further work to enhance the facilities occurred, fuelled by two generous grants.

Cash-in-hand at the year-end of £3,471.10 with no debtors or creditors, leaves the Field Committee Account in a healthy position for day-to-day management.   
NB £558.73 of this balance from donations for the Bulb Bank Project.

As ever we remain indebted to the Parish Council for their continued support in covering some regular expenditure items; Green Thumb treatments, field grass cutting. This allows the Committee to focus on regular upkeep and planning for future development projects, S106 funding clock is ticking here.

We remain appreciative of our regular lottery supporters; this regular income stream allows the Committee to continue to be able to maintain a wonderful asset.

Income

Income for the year at £12,678.45 was up on the prior year by £8,809.45. This increase reflects two grants secured during the year of similar amounts. One from Nailsea Community Trust (a previous supporter of the Field Committee) and the other from NS LA Play Improvement Scheme.

Donations, when Bank Bulb Project excluded, were also up year on year, courtesy of a £450 donation from Open Gardens.  
  
Lottery income at £2,940 was up again by £240, a result of a number of new contributors and full year contributions from last year’s new members. Well done and thanks to “tenacious” Bob for another successful year managing the Village Field Lottery.

We were delighted to able to host our Field Day after two Covid impacted years. A profit of £188.45 resulted; no price can be put on the enjoyment everyone got from the event.

Expenditure

Expenditure for the year was up by £7,734.13 v. prior year at £12,814.50.   
After a poll of school children and families 2 new playground items were added: 4 person Seesaw and Supernova carousel. Both proved immediately popular.

Due to storm damage we had to replace the Village Field sign and also the windbreak on the one side of the green fencing.

Other work included new wheels for the goal posts, fence posts, tree pruning and safety work on Nest Swing and Basketball nets after feedback from the Annual Inspection.

The Field Committee were also advised to purchase their own Insurance Policy, as assets and use continues to grow.

We again thank Ian Trenchard for undertaking grass cutting and or strimming during the year; helping us ensure that the playground retains its well-kept appearance.

Lottery prizes were up on the previous year. As well as three prizes being awarded in July to coincide with Field Day, we also introduced a second prize (£30) every month from August 2022. This to encourage new contributors but also to recognise the growth of contributors over time; increasing the rewards.

Other regular Expenditure Items showed some increases (Annual Inspection), others remained the same (Lottery Licence).

Bank Charges were up reflecting full year cost and some activity cost. A reminder that the Committee thoroughly reviewed alternatives, when the charges were introduced last year, deciding to retain HSBC to avoid the risk of losing lottery members.

Summing up

I have thanked various organisations and individuals earlier in my report.   
Biggest thanks once again go to my fellow Committee Members. While small in number the Committee all contribute fully and “get stuck in” as and when work is required.

Mention must be made of the comprehensive work done to chase and chivvy for where grants may be available and then securing same, paperwork not to be underestimated here.

What next?   
Projects for 23/24 include securing the bank where erosion has occurred, some due to children climbing up and down, some parents too!!!

We continue to discuss ways of spending the allocated S106 monies, as mentioned above the clock is ticking and we do not want to see this money returned to developers!

I recommend adoption of the Accounts.

J. Purcell, Treasurer

The Treasurer closed by advising the current balance in the HSBC Field account was £2,247.06, including £438.73 ring-fenced for the bulb planting of bank project.

**APPOINTMENT OF OFFICERS:**

There were no external nominations for Officers. All officers were prepared to continue in their current standing, and nobody offered to contest any of the positions. Formal proposals were offered to each of the residing officers and all three were happy to continue in their current roles, as follows: -

**Chairman**: Dave Ellison was duly designated to continue as Chairman for the next year.

**Treasurer**: John Purcell was duly designated to continue as Treasurer for the next year.

**Secretary**: Alan Hooley was duly designated to continue as Secretary for the next year.

The election of **Liaison Officers** then took place. Again, all officers were prepared to continue in their current standing, and nobody offered to contest any of the positions. The following was therefore decided upon: -

**Tickenham Parish Council Liaison Officer:** John Banks said he was prepared to continue in this role and as such was duly designated as the Tickenham Parish Council Liaison Officer for the next year.

**School Liaison Officer:** Chris Clarke said he was prepared to continue in this role and as such was duly designated as the School Liaison Officer for the next year.

**Flower Show Liaison Officer:** John Purcell said he was prepared to continue in this role and as such was duly designated as the Flower Show Officer for the next year.

**Village Hall Liaison Officer:** Dave Ellison said he was prepared to continue in this role and as such was duly designated as the Village Hall Liaison Officer for the next year.

**Inspector of Accounts (Auditor):** this position has been fulfilled by Michelle Crocker in the last few years. The Treasurer understands that she would be prepared to continue to undertake Auditing duties in the forthcoming year, so (in her absence) she was duly designated as the Inspector of Accounts.

In addition to the above posts, the Chair suggested that a new position should be provided, that of the Lottery Secretary. He proposed Bob Beale for the position - all agreed and it was carried. Bob Beale was happy to accept this new position.

Also, with Dave Balderstone being in attendance, there was a suggestion that he may wish to join the committee, to which he responded positively. All agreeing thereto, Dave Balderstone was elected to become a member of the committee.

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So, to conclude the Officers for the year 2020-21 are as follows: -

* Chairman – Dave Ellison
* Treasurer – John Purcell
* Secretary – Alan Hooley
* Parish Council Liaison – John Banks
* School Liaison – Chris Clarke
* Flower Show Liaison – John Purcell
* Village Hall Liaison – Dave Ellison
* Inspector of Accounts – Michelle Crocker
* Lottery Secretary – Bob Beale

**A.O.B.**

The agenda had included the following five identified AOB items (‘a’ to ‘e’)…

1. **Sport’s Day Feedback/advance plans for same event scheduled for 30th June 2024**, the following are points that were made.
2. Despite effort to match the Flower Show bar prices, the FS subsequently raised their bar prices without any perceived reaction. Evidently our bar pricing on the Sports Day was considered as too low.
3. The served cider was considered ‘rough’, possibly a reason why it didn’t sell very well?
4. Prosecco sold well, there was a need to obtain more.
5. Several issues with the Pimms; bar staff hadn’t realised it was available in jugs (it had been pre-made/mixed), the jug lids filtered fruit out of the serve, the drinks had become warm causing any added ice to melt. Next year serve freshly mixed Pimms.
6. There was a danger of flying golf balls outside competition times – requires closer supervision at all times or removal of clubs & balls.
7. Basketball competition needs revising – the ‘full team’ competitions took too long.
8. It was suggested, because there may be 6no teams taking part in 2024, that the event starts earlier to accommodate all competitive games or the schedule re-worked to allow for short matches and/or teams split into two groups of 3 teams the winners of each meeting in the final.
9. It was stated that the megaphone was not loud enough.
10. It was agreed by all that fundamentally this event makes for an excellent community gathering within Tickenham and should not be regarded solely as a funding generator.
11. **S106 Project/s.**
12. Circa £27k (possibly plus indexing) is available via this route for Field expenditure. BB & AH had previously offered to lead this project with JB on hand as an interface between NSC, Parish Council and the Field. JB agreed to organise a meeting to discuss progressing the application system with BB/AH/NSC and himself as soon as possible. The meeting to be aimed at understanding more clearly what does and does not constitute a suitable S106 Project and to gain better clarification of points previously raised with NSC on matters such as project cashflow (e.g. in all likelihood a 27k project spend can not wait for NSC to get sight of Field paying contractors invoices at conclusion of the project delivery, instead some funding will need to be made available from start and/or at interim points during delivery).
13. The following ‘Project’ suggestions/ideas were tabled for future consideration once the meeting with NSC has hopefully determined what would and would not be acceptable. From this a short-list can be established (with initial pricing) and consideration given to means of consultation within community.

* Replace sleeper steps up to the MUGA pitch, (JP)
* Replace the circular oak bench around the ash tree in lower field, (JP)
* Build a composting chamber for playground leaves/horse-chestnuts, cuttings, (JB) - (Quartet was also mentioned here as possible funder, previously it has also been an idea exampled in TPC CIL Scheme documents as a possible village resource)
* Install artificial grass surface on the MUGA sports pitch – in part (CC) or full, (JB)
* Build a wooden gazebo near the Boules court, (CC)
* Purchase a leaf hoover, (BB)
* Install a Trim Trail around the lower field, (BB)
* Install a smaller Trim Trail in one area of the lower field or in one corner of sports pitch, (BB)
* Develop a maintenance/replacement fund to replace play equipment in the future, (DE)
* Replace and/or add to the picnic tables, (DE)
* Investigate and install a drainage system for the MUGA sports pitch, (DE)
* Purchase/install an external table tennis table, (DE)
* Install a self-recording CCTV system, (AH)
* Purchase gang-mowers for cutting grass, (AH)

1. **Surface repairs to Sports pitch and reseeding**

JB & JP agreed to move the earth from the flowerpots (in front VH car park) to the worn/often flooded areas on the MUGA pitch (often referred to as the ‘lagoons’) and place some initial grass seed. ***(ACTION COMPLETE)***

JP to investigate and progress new grass seeding in these areas and decide on the isolation arrangements – either full pitch closure, net off the affected areas and maybe move goals & pitch to the lower pitch. AH to advise Mark Plinston for him so to potentially re-arrange his Walking Football playing area.

1. **Weekly inspection roster for 2024**

AH to re-do the previously issued roster/rota to include our new committee member DB and re-issue to all.

1. **Others**

i/ Increase use of Boules court. DE suggested getting an interested group together, say on the 1st Friday of each month to play Boules with a BYO food/drink arrangement. Possibly later include a BBQ if the group develops. DE to develop plan in spring.

ii/ The Ash tree may not have Ash dieback after all! It is appearing healthy – it was agreed to leave it alone and continue to monitor its state. DE to make a replacement warning sign and pin to the tree. ***(ACTION COMPLETE)***

iii/ Old BBQ in corner of lower field to be removed.

iv/ A work party will be required to heavily prune back the hedges (a) behind the V-fence on the West side and (b) adjacent to the Zip-wire on the East side.

v/ The chicken wire fencing tacked to the sleeper steps for a non-slip surface is in need of repair or replacing. To review at the above work party.

vi/ BB to do a new Lottery flyer with a new appropriate picture – this to be posted in the repaired/replacement Notice Board and delivered throughout the village. It was also suggested that we adopt a QR type system (as per Marlens ay Clevedon sea-front) for one of online donations. JB to investigate a Field independent system or a shared system with the existing Parish Council system.

vii/ BB to ask Chris Roberts if he could do another weed kill service on the Boules court and whether he has a grass collection facility.

viii/ BB to ask his contact at National Grid if there were any funding possibilities in the near future.

ix/ The Notice Board is in need of repair or replacement – JP/DE. JB suggested he maybe able to persuade the Parish Council to fund. **PMN: DE has sourced replacement hinges so as an initial option will replace the broken hinges with new and see how it performs.**

x/ The circular oak bench around the ash tree in lower field has a broken/damaged leg and is in need of repair.

There being no further/other discussions, the Chairman gave thanks to all in attendance and closed the meeting at approximately 6.10pm.