

## **MINUTES OF TRAC AGM – 24<sup>th</sup> March 2014**

### **PRESENT**

Dave Heeks, Jo Leggett, Gary Quinn, Liz Orchard, Jeremy Horsfall, Lorna Herold, Amanda Tombs, Mark Salisbury, Geoff Cowper, Linda Gold, Mike and Judy Stone

### **APOLOGIES**

Peter Gold

**MINUTES OF AGM 2013** accepted as a fair record.

Proposed: Amanda Tombs

Seconded: Gary Quinn

### **MATTERS ARISING**

- Sports Development meetings held following last AGM to develop a plan to move TRAC forward. Lots of developments over past 12 months
- New policies written and risk assessments completed
- Liason with school improved following recruitment of new PE teacher. School now using site regularly
- Netball Club started- Grant received from Active Gloucester to fund coaching. Club doing very well with over 30 members.
- Top Site- being utilised for football etc. Grant received from Parish Council for further development of area.
- Application for Playing Fields Grant turned down but we will possibly apply again on second round although maybe a sticking point with community
- Courts due for resurfacing soon. Peter Gold having an onsite meeting on Wednesday. Gary to join Peter. Letter to residents of Kilmore Lane and Towbury Court have been sent, advising them of work being carried out. Site will be closed for 10 days.
- It was queried whether Parish Council could settle invoice on behalf of TRAC for resurfacing but it was confirmed that this will not be possible.
- At last AGM it was felt that the TRAC committee was becoming more of a "fundraising committee" but it is felt that this matter has been addressed and is no longer the case
- Constitution still needs review- Mark and Lorna will look at it prior to next meeting
- Tennis Club AGM is on Wednesday 26<sup>th</sup> March at 6.45 (unless advised otherwise) -Lorna will try to attend.

### **CHAIRMAN`S REPORT**

Put on file

Copy to be provided for Parish Assembly- Mark unable to attend Parish Assembly on 23<sup>rd</sup> April 2014 so Lorna will attend on his behalf

**Items discussed during report:**

- Membership- It is felt that we still need to police site more otherwise people will not feel it is necessary to renew their memberships
- Membership renewals due 1st April- Mark will draft a letter
- New membership cards have been obtained
- Mark will review and update new flier for 2014
- Netball Club- continuing throughout the summer. Team really coming on and some members looking to join a league. Netball funds still being handled by TRAC. Separate Netball account to be set up

**TREASURER`S REPORT**

Put on file

Accounts have been audited

**Items discussed during report:**

- Need to look into our electrical provider and ensure we are getting best rates possible
- May need to increase the charge for lighting cards. Current price is £1.75 for 1/2 hour and this has been unchanged for over 2 years.
- Court hire arrangements need looking into
- Netball Club aware that they need to start paying court hire which may just mean creating a paper trail.

Accounts accepted

Proposed: Gary Quinn

Seconded: Lorna Herold

**ELECTION OF EXECUTIVE COMMITTEE**

POSITION	PERSON	PROPOSER	SECONDER
CHAIRMAN	MARK SALISBURY	GARY QUINN	DAVE HEEKS
TREASURER	AMANDA TOMBS	MARK SALISBURY	GARY QUINN
AIDE TO TREASURER	GARY QUINN	LORNA HEROLD	AMANDA TOMBS
SECRETARY	LORNA HEROLD	GARY QUINN	DAVE HEEKS
GENERAL COMMITTEE MEMBERS	DAVE HEEKS LIZ ORCHARD	GARY QUINN	AMANDA TOMBS

Following discussion with members of the Committee Annie Siddall has agreed to join the committee to help Amanda with Treasury role and become a cheque signatory, with a view to taking it over next year.

It was therefore suggested that Annie Siddall was nominated as VICE TREASURER  
Proposed Lorna Herold  
Seconded: Gary Quinn

This will need to be confirm at next meeting when Annie is present

It was also raised that Cathy and Peter Evans have suggested that they wish to join the committee as general members. However as they were not present and no form has been submitted it was felt that this election would need to be left until next meeting when they are both present.

Brian Williams is to be approached about joining committee as School representative.

### AOB

- All Committee members are to try and encourage new members to join our Committee
- Charity Commission forms to be completed in line with AGM

#### **School**

- Jo Leggett informed committee that she had recently been on a Tennis Course at Oxstalls and has been given a lot of free equipment for use by the children. She requested to leave equipment in the TRAC lock up, to avoid carrying it to and from school. Lorna will get a set of keys cut .
- Jo reported that Hockey has developed well at school with 20+ children attending Hockey Club. She felt that the top site was not level enough at present so continues to play on the courts.
- Jo was asked how else TRAC could help her and she asked again if it was possible to build a long jump pit in time for next term. The committee agreed that this could be done and that we could possibly carry out the work ourselves.
- She also asked if there was a possibility of marking out a track on the top site for the athletic season. It was suggested that we speak to Mr Brookes of Puckrup to see if he knows of someone with equipment needed.
- Other developments through school include an offer from Tewkesbury Football Club to run some free sessions after school and Jo is hoping to run at least 3 other clubs including athletics and Kwik Cricket, so the children are definitely utilising the site more.
- Rounders and Sports Day will continue to be run on the green

## **Bench**

- Geoff asked whether the Jubilee bench was still in the lock up- Lorna confirmed that it was but that Lance Jones was due to position bench by the river any day soon so lock up will be clear.
- Lock up could do with a good sort out at some point

## **D of E**

- Liz informed committee that Cameron Watkins has signed up to help with Tennis Club for 12 months as part of his D of E volunteering
- She also has a lot of Bronze D of E candidates looking for volunteering opportunities within the village. It was agreed that we should be able to accommodate 2 or 3 of them at TRAC and find them enough to do for 1 hour a week for 12 weeks.
- Suggestions were: help with line marking for athletic track, keeping play area tidy and perhaps tending to the mound- Gary will liaise with Liz
- Through Scouts, Lorna has been in contact with B & Q and they are willing to support a community project run by the Scouts and may also be in a position to provide materials needed. The play area fence was identified as a potential project and will be discussed further at next meeting. Perhaps Explorers could help with this.

## **Locks**

- Amanda asked when the locks to the Pavilion were due to be changed as it has been an action in the minutes for some time.
- As we do not know who currently has keys to pavilion it has been decided to change the locks and start again
- Key allocation will be restricted
- Tennis Club to inform us of how many keys they need
- It is felt that not all members of Tennis Club need them and that perhaps arrangements could be made for Tennis users to collect a key from somewhere when needed. However Tennis Club representatives present did not think this would work
- Following writing our policies early last year, when the risk assessments were carried out, we were advised by the Fire Safety Officer that children should not be permitted into the pavilion unsupervised. The decision was therefore taken that the pavilion should be locked at all times and that its facilities were for members utilising the courts only and that the pavilion was not to be used by general users of the Play Area
- It was raised that some children need access to change prior to their Tennis lessons, before Simon (coach) arrives. It was challenged whether this was necessary and that either the children should go home to change or that they wait until Simon arrives with a key before being let into the pavilion.
- Children attending Tennis Club do so under the duty of care of Simon and therefore, in line with our safe guarding policy, it was felt they should wait until he arrives
- Discussions became a little uncomfortable but ultimately Trustees of TRAC have responsibility and duty of care for the safety of children and therefore have to follow policies and advise given.
- It was suggested that this was a personal issue but it was made clear that this is absolutely not the case.

- It was raised that this is not unique to TRAC and indeed the 100 children who are members of Eckington Football Club are not allowed access to their clubhouse for the same safety reasons
- It was also raised that it is rare for play areas to provide toilet facilities for public use
- The question was raised whether there had been any issues with the pavilion in the past and the response was yes there had including : the door being left open on numerous occasions, the fire extinguisher being released onto the carpet, toilets being left in an unclean state and the pavilion being left in a mess. And, although it is unsure who was responsible for these incidents it was felt that they could not be ignored and that by restricting the key allocation and access to pavilion to those using courts only was the best way to address this
- Unsure whether issue was resolved satisfactorily but in agreement that locks would be changed and keys allocated to those that genuinely need them
- It was suggested that a complete new lock be purchased but Gary said that he has a lock barrel that was used over 8 years ago and it was felt that no one would still have a key for it so this could be used in first instance.
- If access was still abused a new lock would then be purchased
- Gary to sort as soon as he can
- Matter may require further discussion at next meeting

### **Play Area**

- Gary felt that the play area was starting to look very sad and that a plan was needed for its maintenance and development. Annual inspection is due soon and he felt that some areas, in particular the zip wire, needed urgent work carried out. He has contacted someone about this requesting a quote.
- He reiterated that the fence is in a dire condition and that we need to move forward with replacing/repairing it as soon as possible.
- It was felt that we may need to approach Parish Council to help with fence replacement costs
- Lorna suggested that Scouts may be able to help with some fundraising as well through B& Q and a bag packing session as part of their community badge

### **Gates**

- Gary asked whether we knew if Mary was able to oversee gates again. Lorna will speak to her

### **Electrical Work**

- Gary received quote for electrical work which comes to a total of £560.
- It was suggested that there are some jobs that we could do ourselves but we have to be sure that we would be covered if we carried out the work
- Gary to identify which jobs potentially we could do and then reassess quote

### **Commercial Waste**

- Gary queried what Commercial Waste payment we make and Mike Stone said that in the past TRAC had refused to pay these costs and was told that we would not be asked for payment again. So suggests we ignore

### **Pavilion Hire**

- Chapel have requested to use TRAC site and Pavilion on Saturday June 7th for a social afternoon/ evening. No one saw a problem with this. Hire charge to be discussed at next meeting

### **Bookings**

- An email has been received saying Ann Spry happy to continue as booking clerk. Lorna and Mark will meet with Ann to discuss how bookings are managed in future

### **Trees**

- Parish Council kindly arranged for tree maintenance to be carried out at TRAC and invoice will be sent shortly

### **Refreshments**

- We need to identify a group of people to help with refreshments at this years fete as WI no longer in a position to help. Liz to ask Explorers (especially those raising money for Jamboree) if they can help or perhaps Chapel could be approached
- Judy said that usually 4/5 people were needed per hour to man the refreshments

### **Other**

- Amanda gave a vote of thanks

Close of meeting 10.05pm

**Date of next AGM meeting: To be arranged**

**Date of next TRAC meeting: Tuesday 6th May 2014 8pm Pavilion**