

## CLAYDON PLAYING FIELD CHARITY TRUSTEE

**Minutes of the meeting of the Trustees held on Tuesday 8<sup>th</sup> November 2016 at 8.00 pm  
(meeting started later due to PC meeting over running)  
in the Church Room, Claydon.**

**Present: Garry Putt, Emma Gallagher, Mike Smith, Jenny Jones, David Hill, Anne Hoggins, Sylvia Ingram. 1 member of the public and the clerk were also present.**

1. Apologies for absence – Pamela Putt, Cllr R Millward.
2. To approve the minutes of the Playing Field Charity Trustee meeting held on Tuesday 12 July 2016 – Proposed and agreed.
3. Minutes of the Playing Field Management Committee held on Monday 10<sup>th</sup> October 2016 – Not required as part of the trustee meeting.
4. Matters arising from the above minutes – No matters arising.
- 5 PFMC events:
  - i) Update – Claydon games held in August.
  - ii) Future events to be held – Quiz to be held on 26<sup>th</sup> November and a children's Christmas party w/c 19<sup>th</sup> December which is to be a social non-fundraising event.
6. Future maintenance of the playing field and appropriate finance – It has been agreed by the PC that £1500 has been earmarked for the maintenance and this will be allocated as a grant in kind due to VAT issues. **Action: Clerk to attend next PFMC meeting to get more information about how the PFMC work in order to try to work out the best processes for both the PFMC and the Parish Council.**
7. Parish Council grants for 2017/18 – Grant of £1300 and £500 have been requested from the Parish Council to fund grass cutting, maintenance and an item of play equipment. The Parish Council have agreed to provide both as a grant in kind rather than providing the funds directly and they have increased the amount offered for grass cutting and maintenance to £1500 rather than the £1300 requested.
8. Finance:
  - i) Income and expenditure up to 8<sup>th</sup> November 2016.

<b>Payments</b>	<b>Income</b>
£37.96 Marquee spares	£75 Cropredy breakfast committee donation
£5.99 Paint	
£84 Rospa	
£255 Grass cut Income	
  - ii) Balance of PFMC funds as at 8<sup>th</sup> November 2016 - £3180.89
9. PFMC terms of reference to be updated in line with the Trustees financial commitments – To be discussed further after meeting with the clerk and further advice taken.
10. Any other business (for information only) - None
11. Date of next PFMC meeting – Monday 14<sup>th</sup> November 2016.
- 12 Date of next Trustee meeting – Tuesday 14<sup>th</sup> March 2017.

Meeting closed 9:30pm.