

# Haccombe-with-Combe Parish Council

## Minutes of the meeting of the Hearn Field Committee held on 15 September 2022

**Present:** E Deane (Chairman), Cllr T Boarer, Mel Boarer, Cllr Evans, C Bouchard, A Drew, S Guppy & M Wakefield

**Clerk:** Suzanna Hughes

### **HF150922.01 RESIGNATION OF CHAIR AND ELECTION OF NEW CHAIR**

1.1 Elizabeth Deane formally stepped down as Chair of the Hearn Field Committee. She nominated Cllr Hussey to replace her as Chair, seconded by Simon Guppy, and agreed unanimously by all those present.

Cllr Hussey formally thanked Liz for the wonderful job she had done as Chair of the Committee since May 2014. Liz replied stating that it had been a tremendous pleasure and great fun.

1.2 It was unanimously agreed that Elizabeth Deane and Cllr Evans would hold the position of joint Vice-Chair.

### **HF150922.02 APOLOGIES**

- Cllr Humble

### **HF150922.03 DECLARATIONS OF INTEREST**

Members were reminded of their responsibility to continually update their Notice of Registerable Interests and to declare any disclosable interests, including the nature and extent of such interests they have in any items to be considered at this meeting.

There were no declarations of interest.

### **HF150921.04 RATIFICATION OF MINUTES**

Members approved and signed the minutes of the Hearn Field Committee Meeting held on 30 June 2022.

### **HF150922.05 NEW TEAMS AND RESPONSIBILITIES**

The document detailing the various roles and responsibilities was revisited:

#### **Bookings**

Clerk and Simon. This is working well. Two calendars are being managed. The Events calendar accessed through the website shows the bookings (with no customer details); the Google calendar shows details of the booking and this can only be accessed by members of the Clerk and members of the Committee who need access.

#### **Accounts**

Clerk. Receipts and payments for each event should be kept and logged against that event and then presented to the clerk to keep with the Parish Council records as a complete audit trail. All accounts information is then transferred to the Parish Council's cash book.

#### **On site management of bookings**

Simon. It was agreed that Simon should think about recruiting additional volunteers to help in the event that he is unable to manage the opening/closing of the Pavilion for events. Cleaning of the Pavilion is triggered by Mel looking at the calendar and/or a phone call from Simon or the Chair. If Mel goes to the Pavilion and cleaning is not required, she should keep a log of her time.

#### **Grounds general maintenance**

Liz advised that there isn't a team yet for this. She offered to take responsibility for this, however, and will organise a team of volunteers and find someone who is prepared to lead.

#### **Theatre performances**

Charlotte and Annie. Liz will continue to liaise with Charlotte and Annie about organising these events and looking after the performers.

### **Bonfire Night**

Julia. The Chair has agreed to shadow Julia this year so that more than one Committee member is available to organise this event.

### **Publicity/marketing**

Julia. More manageable at the moment. Would still be happy to do the marketing for the bonfire event even though she isn't organising the actual event.

### **Pavilion Maintenance**

Martin. Will take on the Legionnaires testing, will shortly be undertaking a risk assessment, drawing up plans and putting in a running routine which will involve monthly checks. This will include three monthly purging of the hot water supply, taking temperatures, cooling the temperatures etc - all under the guidance of HSE. He will update the Committee on this at the next meeting.

### **Grass cutting**

Simon. He is aware of other people in the community, including Tim, who can operate the mower if, for some reason, he was unable to.

### **Parish Field report**

The Chair will draft the report to the Parish Council.

## **HF150922.06**

### **BOOKINGS AND EVENTS**

Simon summarised bookings and events for the remainder of 2022, 2023 and 2024.

Julia advised that the Ultimate Fireworks package has been ordered. Ticket prices were discussed and agreed: Adults £6, Children £3 (under 16s); Free entry for children under 2. Julia also proposed that security guards would not be required. This was agreed. One of the team leaders will manage the gates and entry points. Promotion will begin early October. Outside caterers will provide the burgers and hot drinks again. Liz will apply for the TENS licence. The clerk will check the insurance position. A team leader is needed for the bar which will run out of the woodshed. A rota is needed. The bar will temporarily close during the fireworks. Julia is hoping that Ant and Sandra will organise the alcohol. It was suggested that some bottled beer is also ordered this year to prevent wastage. Mel and Tim offered to lead on this. A bonfire meeting was agreed for 11 October to finalise the details.

Annie proposed hosting a traditional village show in the summer next year. Members were in favour of this and it was agreed to discuss this further at the next Hearn Field Committee meeting.

Charlotte thanked the Committee for allowing Open Studios to use the Pavilion this month. It has been very well received particularly with the support of the Woodshed Coffee bar. She advised that they are having a break next year and will therefore not need the Pavilion.

## **HF150922.07**

### **MAINTENANCE AND GENERAL SECURITY**

Martin commented on security and how this can be improved. He suggested that the Committee might wish to consider purchasing security cameras. It was agreed that Martin should come to the next meeting with some proposals for suitable equipment and where it would be positioned. PC Orchard may also be able to advise on general security. There was also a discussion about the doors, in particular the fire doors. It was agreed that Tim would research the cost of new uPVC fire doors.

Martin indicated that hand/grab rails are needed in the disabled toilet. The step onto the verandah needs to be marked with yellow paint to prevent a trip hazard.

It was suggested that field has its own noticeboard. One fixed to the end wall of the Pavilion was proposed. Tim would research the cost of this.

Charlotte and Annie have noticed a patch in the ceiling. It was agreed to look at this at the next meeting. In the meantime, Martin will have another look.

## **HF150922.08**

### **ENTRANCE GATES AND SIGNAGE**

Liz advised that someone has reversed into both sides of the fence. Andy Barnes will be repairing it in the coming weeks.

Charlotte suggested some additional signage for Hearn Field as it is quite concealed. It was agreed that Tim would look at making a couple to match the ones they have made for The Woodshed.

**HF150922.09**

**HEDGE CUTTING**

After a discussion, it was agreed that the hedges should be cut at the usual time this year. Tim will arrange.

**HF150922.10**

**REQUEST FOR A MEMORIAL BENCH**

A request for a memorial was received and considered. After discussion, it was agreed that the Committee should consider a policy for memorial benches and that the request should not therefore be accepted at this stage.

**HF150922.11**

**MEMBERS' ITEMS FOR INFORMATION OR GENERAL DISCUSSION, FOR INCLUSION ON FUTURE AGENDAS AND/OR ITEMS REQUIRING URGENT ATTENTION**

Charlotte asked whether the Woodshed Coffee bar might be available for outdoor theatre events. Martin agreed that if they are about then they would be happy to open.

The Chair suggested setting up a What's App group. It was agreed that this would be useful provided it is used only for the purpose of alerting each other to something important or which needs urgent attention.

**HF150922.12**

**DATE OF NEXT MEETING**

Quarterly meetings were agreed commencing end of January 2023. The clerk would circulate proposed dates.

.....  
Chairman