

Hacombe-with-Combe Parish Council

Minutes of the meeting of the Hearn Field Committee held on 27 June 2023

Present: Cllr R Hussey (Chairman), Cllr T Boarer, Cllr J Evans, Cllr G Humble (ex officio), Cllr M Wakefield, Charlotte Bouchard, Liz Deane, Annie Drew, Simon Guppy & Mike Melville-Shreeve

Also present: Mel Boarer

Clerk: Suzanna Hughes

HF270623.01 ELECTION OF CHAIR AND VICE CHAIR

- 1.1 It was agreed unanimously that Cllr Hussey is re-elected as Chair.
- 1.2 It was agreed unanimously that Cllr Evans and Liz Deane are re-elected as joint Vice-Chair.

HF270623.02 APOLOGIES

None

HF270623.03 DECLARATIONS OF INTEREST

Members were reminded that they are required to complete a new Register of Interests and return it to TDC.

Members were also 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.

HF270623.04 RATIFICATION OF MINUTES

Members approved and signed the minutes of the Hearn Field Committee Meeting held on 19 January 2023.

HF270623.05 ROLES AND RESPONSIBILITIES

The following roles and responsibilities were agreed:

Bookings & Payments

Clerk and Simon with support from the Chair, Vice Chairs and Parish Council Chair when required.

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. Cllr Wakefield will alert Mel Boarer if cleaning of the Pavilion, following a booking/event, is required.

Theatre performances

Mike, Charlotte and Annie.

Bonfire Night

Cllr Evans – with support from Charlotte and Annie.

Publicity/marketing

Cllr Evans. Charlotte and Annie are also administrators on the Hearn Field Facebook page.

Pavilion Maintenance

Cllr Wakefield.

Grass cutting and mower shed

Simon.

Events storage shed

Charlotte and Annie.

Hedges

Tim.

Gardens

Liz, with support from volunteers.

Woodshed Coffee Bar

Cllr Wakefield.

HF270623.06

WOODSHED COFFEE BAR

Cllr Wakefield reported that the Woodshed was ticking over well. They were very happy to have been able to support both the theatre events and Village Show.

HF270623.07

THEATRE

Mike Melville-Shreeve reported that 135 people had attended Robin Hood generating a profit of £547 and 107 people had attended Twelfth Night generating £493.68 profit. Looking at ticket sales so far, it is looking likely that the upcoming Pride & Prejudice event will outsell the others. There was a brief discussion on bookings next year and it was agreed to look at other theatre companies, as well as Illyria, to ensure a good mix of productions.

HF270623.08

EVENTS

8.1 Village Show

A report was circulated to members:

Approx Visitor Numbers: throughout the day 500-700 which included the people who brought vehicles but weren't clocked in. Under 3s were free so weren't clocked in.

Highlights:

We had about 55 entries in the competitions from a wide range of ages. We had hoped for more children's entries but there was definitely interest to enter another time.

Classic Cars- considering we didn't actually contact any clubs to invite exhibitors, word of mouth and passing enthusiasts dropped in. It was commented by several of the car owners that the chosen weekend would be a good one to continue the show as there are no car events currently on this weekend.

Caravans- The fact that Derek and Carol brought all three of their caravans was a real bonus and they also contributed greatly to entertaining everyone with stories and experiences of local people and past Parish events.

Alpacas, Hedgehogs and Moths – The animals' welfare was a priority over the entertainment value and as such meant that they were interesting for the public to see whilst learning more about them.

None of these exhibitors were charged to attend.

Face Painting- Sally Anne painted 40 faces throughout the day.

Food- Pizzas sold out by 2pm and had catered for 170. They reported that it had been the busiest two hours they have ever had at an event.

Beardon Dexters BBQ also sold out and Bays Brewery were busy throughout the day as was the ice-cream van.

The Woodshed was exceptionally busy and the Cream teas run by the church throughout the afternoon were also steady. We were asked by several members of the community to have a cake stall another time. There were a couple of people who had brought cakes to donate and sadly had nowhere to donate them to.

People that we have asked felt that the show was value for money. Several families were noted to have brought picnics.

The addition of having live music was a real bonus and planning for the future, we would definitely like to have maybe 3 different acts of an hour each and perhaps have them perform closer to the main area of the show.

We were well supported by volunteers (in the end) and we feel that for a future event people would be more forthcoming, and hopefully earlier, which would make it less onerous for those that were on duty in particular on the gates and parking. We had allocated 2x hourly shifts but for some roles feel that hourly would be better.

Stalls- These brought in a lot of money but many of the good donations for the White Elephant stall had been sourced by Annie through Facebook Market Place. We would encourage some volunteers (keen car booters?) to look out for freebies well in advance of another time. We were hoping for more of the vintage and antique type items as those sold for higher prices. Sorting and pricing of the

White Elephants and the books (which were all great quality) happened the day before which made it easier for the volunteers on the day. Plant Sales were really popular and the volunteer who oversaw the sales was very knowledgeable.

Marcus Evans boosted the bottles for his Bottle shop. His charisma and wine knowledge meant that people were happy to pay generously for his quality wines.

Obviously, the weather was on our side and meant that people stayed around and enjoyed the whole day. We did well to compete with the beach and the Craft Market that was taking place in Shaldon. We had checked other events across Torbay and Teignbridge when we set the date and feel that this weekend would be the weekend to stick to next time!

Obviously, all the preparation of Risk Assessments and Volunteer briefings were very time heavy but were carried out thoroughly and are now in place for future events.

Outcomes and Proposals:

We would like to make this an annual event, it was very well received and the feedback suggests that the community would like it to happen again.

The Committee agreed that the show should be an annual event. Sunday 26th May 2024 has been pencilled in for next year.

We would like the Parish Council to reconsider applying for a premises license and Nick from Bays Brewery has said that he would help us to obtain the license. He was really supportive throughout the planning of this year's event and, as he has attended events all over the area, he has seen a number of venues and has a lot of experience and insight and feels that that it would be granted. In having a Premises license we would not have to worry about exceeding the limitations of numbers restricted by the TENs license and would also be able to source music acts more easily.

The Committee agreed to support an application for a Premises Licence.

Please note, we did not use the £500 which was offered by a generous gentleman from outside the Parish to pay for a band but the kind offer has been rolled forward for the next show.

Locality Grant- We applied and were successful in gaining a £300 grant to purchase the borrowed Alice Cross Centre marquee which means we now have 2 for use by the Hearn Field. The one we have purchased has stronger poles than the existing one and so HF can now even consider renting that out for hirers of the Pavilion to generate revenue. The invoice for £300 included VAT which can be claimed back and we suggest buying plastic boxes to store the fabric and fittings to keep them mouse safe in the shed.

The Committee agreed to support the purchase of two storage boxes although it was believed that Simon Pattinson may be able to supply something suitable for this purpose.

The Committee agreed that the marquee should not be rented out to hirers of the Pavilion as it may get damaged.

Money:

The PC loaned us £900 and we spent £975.20 (portaloos, band, Punch & Judy, decorations, printing, banners, rosettes, 2 x card readers, TENs licence etc). Card Machine fees for the day came to £10.40.

A break down for income is as follows:

Competition Entries: £75

Stalls: £934.87

Gate 1 (vehicular): £857.20

Gate 2 (pedestrian): £549.40

It was noted that all profits have been paid into the Parish Council's account and a request for funding to support next year's Show would need to be presented to the Parish Council. If any items are required in advance, a request for funds should be made to the Parish Council.

8.2 **Bonfire Night Event**

This will be held on Sunday 5th November. Cllr Evans will lead on the organisation of this with support from Charlotte and Annie.

HF270623.09

OTHER BOOKINGS

The Committee considered a request from Kingskerswell Colts Youth FC to use the Hearn Field for occasional five-a-side mini-soccer matches in the 2024 season, as required:

Proposal:

Due to growing numbers the club is looking for a venue to hire for occasional Sunday mini-football matches. These occasions are when their fixtures list is congested.

Age group: Under 7 and 8 years old teams (U7 + U8)

When: Occasional Sundays Sept → End April.

Setting up 8:30 – 9:00 for kick-off 9:00 – 9:30am.

Requirements: 37m x 27m pitch, and extra spectator and technical areas

-Team coach access beyond the gate on the tarmac

-Car parking for 15-20 cars

-Lines on the field – either permanent or temporary - either a light mark or a heavy mark. Both will wash away, just one will do so quicker than the other.

-Storage for goals or alternatively portable ones can be brought in

-Toilets

(Changing facilities not required)

After discussion, the Committee agreed in principle to accept the proposal for one year subject to further clarification of various details including the insurance, storage and ensuring the club understands that the field may have other bookings.

HF270623.10

OPERATIONS

10.1 **Bookings and Payments**

The Committee considered an amended booking form which enables people 'with a special connection' to the parish to make bookings as well as residents. It was agreed to trial it for a year to ensure that the level of bookings still remained manageable for volunteers.

The Committee discussed the storage of equipment and the impact this has on the Woodshed. Charlotte and Annie agreed that they would sort out the events storage shed.

The Committee discussed the potential use of Covid recovery funds to improve facilities in the Pavilion. The Chair, Cllr Wakefield and Tim will further consider this.

10.2 **Publicity and Marketing**

There were no issues.

10.3 **Teams**

There is a list of volunteers who are willing to help with events.

HF270623.11

PAVILION AND OUTBUILDINGS

Simon advised that the locks on the outbuildings need replacing. This was agreed.

HF270623.12

GROUND, GARDENS AND CAR PARK

The Chair proposed that a budget is set aside to provide refreshments to volunteers when they are working on the grounds etc. It was agreed that this proposal is put forward to the Parish Council for consideration.

It has been observed that there are an increasing number of vehicles parking overnight in the Hearn Field car park. It was proposed that a sign is erected in the car park advising users that it may be locked at night.

HF270623.13

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

Annie proposed that a second food vendor is approached for Bonfire Night to provide vegetarian and vegan options. It was agreed to speak to Beardon Dexters (as the loyal and regular supplier of food at Hearn Field events) to ensure they would have no objections to this.

HF270623.14

DATE OF NEXT MEETING

It was agreed that the next meeting would be held on Wednesday 20th September 2023 at 7.30pm in Hearn Field Pavilion.

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Chairman