

# The minutes of the meeting of the Stimpson's Piece Charity Trustees held via zoom on Wednesday 14<sup>th</sup> April 2021 starting at 7.30pm

**Present:** P. Mitchell (Chair), R. Comer (Vice Chair), S. Fisher, J. Harding, M. Lester, M. Steel, A. Hazelwood, and B. Douglas

Jo Boxall (Clerk) and 2 member of the public.

## **S21/37. To receive apologies for absence.**

No apologies for absence were received

## **S21/38. To receive Trustees declarations of interest in agenda items**

None received

## **S21/39. To adjourn the meeting for public participation with prior notice**

No comments received.

## **S21/40. To receive and adopt the minutes from the meeting held on 10<sup>th</sup> March 2021**

Subject to amending the start time to 7.30pm, it was agreed to approve the minutes from the meeting held on 10<sup>th</sup> March 2021.

## **S21/41. To receive information on matters arising from the minutes not listed elsewhere on the Agenda**

No comments were received as matters were covered elsewhere on the agenda

## **S21/42. To receive update from pavilion working group and approve further action following meeting**

The tower climber and toddler swing are in the process of being installed. P. Mitchell confirmed he is still trying to obtain quotes for the replacement shed door. It was reported that the working group are scheduled to have a meeting with the Nursery.

## **- CCTV remote access (Wi-Fi) contribution to Broadband costs & draft CCTV policy**

The CCTV has now been installed with 8 cameras and remote access. The Clerk is working on a CCTV policy. It was confirmed that the system could only be accessed by those with the key and password so is secure. The annual service contract has been approved at a cost of £75 per year.

In order to have external access the system needs to be connected to Wi-Fi /Broadband. It was agreed that the provision of a separate phone line could be costly. The Nursery has given permission for the Trustees to connect to their broadband. It was agreed that the Trustees would pay the Nursery £5 per month (£60/year) to use this facility. Thanks were extended to the Nursery for helping with the installation / Wi-Fi connection.

## **S21/43. To review situation regarding gutter repairs / approve further action**

A brief update was given on the situation regarding the gutters. Gutterforce were originally asked to carry out the work but have since identified the need for scaffolding, at an additional cost to the Trustee, as the product they now propose to use cannot be used in all weathers. It was agreed to review all the original quotes received. It was agreed to let Gutterforce know that the Trustees are reviewing quotes received so cannot confirm a May date at this stage.

## **S21/44. To approve risk assessment / additional hiring / guidelines (Covid safe)**

Hall hirers are asked to clean areas used before and after hire. Two hand sanitiser stations are installed at the Pavilion and fully functioning. It was agreed that hirers would supply their own products.

## **S21/45. FINANCE –**

### **• To received income / expenditure to 31<sup>st</sup> March 2021**

Income / expenditure figures to 31<sup>st</sup> March 2021 were received. Income from Covid support grants was recorded.

### **• To approve bills paid / to be paid since last meeting.**

It was unanimously agreed to approve all bills paid / to be paid since the last meeting.

### **• To approve grant application to Broadland District Council for loft insulation**

M. Lester spoke to Broadland District Council and received information about applying for the community green energy grant in respect of loft insulation for the pavilion. Grant forms are currently with the RFO as information is required regarding energy usage and proposed savings. There is a delay as files are currently with auditor. It will be necessary to obtain a minimum of two quotes from National Insulation Association approved installers. The Trustees agreed for M. Lester and M. Steel to discuss this further and bring back to Trustees as there is a need to consider if suspended ceiling will take the additional weight of the insulation. It was hoped to seek advice from contractors.

## **S21/46. To receive correspondence / late correspondence and refer to future agenda items**

It was reported that skate park repairs were required due to holes in the surface. Future agenda items to include an update on the insulation grant and a review of contractors.

## **S21/47. To confirm the date of the annual meeting –**

The date of the next meeting was confirmed as 12<sup>th</sup> May 2021 at 7.30pm via zoom.

## **S21/ 48. To close the meeting**

There being no further business, the meeting was closed at 7.50pm.