

Agenda – Playscape Full Committee – Monday 11th January 2021

HB, MC, JD, EM, VM, SR, JS, minutes taken by EM

Summary

- Annual Accounts and Report approved
 - John Stanton becomes new trustee, Jeremy Fazal steps down.
 - Grant applications submitted, tenders sent to 6 contractors
 - GSPC success SCamb Carbon Zero Grant, which includes funds for the mature trees of the playscape.
 - Copse work continues with new signs, magposts and mulch
 - Fun Run 2021 organisation begins
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1. Apologies and declarations of interests

Simon Talbot, Gwen Cazassa,

2. Finance:

a. Account balances:

- Co-op: £61,353.18
- CBS unchanged since September 2020: £31,935.63

Income:

- Paypal giving fund: £296.00+£15.50 balance from October = £296.00
- Amazon smile: £15.05
- Just giving donation: £48.85 (no info from who)
- Also, note £1,100 CAF donation received on 27 February 2020 (this was missed in minutes when we went into lockdown #1, but was always accounted for). We don't know who this donation is from, so MC to call CAF at some point to investigate.

Expenses:

None

Actions:

- Need receipt for the £750 donation to the PC for the shelter (BACs by us to PC on 12/10/2020). EM to request when we organise the next donation.
- Trustees to confirm via email a new donation to the PC to cover latest incurred professional fees for the project. EM to circulate figures.

Other minuted decisions:

Trustees approved via email on 1 December that GSP will donate the sum of £34,524 to the GS Parish Council for the playscape project. This is the predicted shortfall after grant receipts if successful:

GSP prepared two major grant applications on behalf of GSPC in December, requesting £98,341 from FCC to cover the Duncan and Grove play equipment as well as the accessible roundabout, and an EOI for £54,867 from Amey Community Fund to cover the mounding, wet pour and accessible trampoline.

b. Annual return.

SR has completed the annual accounts and report and had it checked by our independent examiner who has no changes.

Trustees reviewed and approved these documents unanimously (ST sent his approval via email before the meeting). Copies of these on dropbox as usual.

MC & EM to sign before SR submits.

c. Shelford Fun Run domain hosting and email.

PlatformTwenty is currently updating the server our Fun Run website is hosted on and is happy to keep hosting, but won't provide email. Committee agreed to their proposed solution which is to take advantage of Playscape's free email from gmail (because we are a charity) and use a new email address, such as funrun@shelfordplayscape.org - PlatformTwenty will transfer the email over for free.

Annual hosting costs: £80 + VAT per year (SSL certificate included)

SR reported back on her action to understand why Fun Run hosting is more expensive than Playscape website: Dave is not charging at all for Playscape, bar SSL.

Committee reviewed the domains we hold (.co.uk, .com, and .uk) and discussed whether we should hold on to the ones we don't use (£15 + VAT every two years for each domain).

Agreed to drop .uk and .com

SR action: What happens to the old email address? Can emails to it be forwarded to the new address?

HB suggested we could get someone to sponsor website costs in the future.

3. Governance

- a. Policy Review update. **MC to send around policies for committee review.**
- b. Trustees approved and welcomed John Stanton as new trustee as Jeremy Fazal stepped down 31st December 2020. We thank Jeremy for all his help setting up the charity and with public consultations and are very grateful for John taking on the role of trustee and his work with the grants team and playscape working group.

4. Fun Run

Agreed date: 26th September 2021 (avoids Little Shelford weekend and chariots of fire, plus race adjudicator etc is free then) need to pencil first aiders.

There is no rush for the road closure application, but we need to think about traffic management company (2021 quote £1466, 2019 £1299). TMO has us in their calendar, but the sooner we let them know if we're going ahead the better.

Queried whether Insurance would cover us if we needed to cancel because of Covid: very unlikely.

Agreed events could go either way in the coming year, so **committee to make a decision in March as to whether we do an in-person event or virtual.**

We could still offer an online option even if we do a live event, which is what the Cambridge half-marathon is doing this year.

First step is to see if Sponsors are willing to come on board again this year. Without sponsors we can't afford to run the event.

EM & HB to draft an approach letter for sponsors explaining how we'd love to bring the FunRun back this year, but we can only do this their support: in principle would they be prepared to sponsor the event this year. Then **each committee member to approach their individual sponsor contacts.**

As EM & VM are very involved with grants/construction of Playscape, they will both take a step back from Fun Run. EM to still attend meetings and to make the initial contact with Bidwells, VM to continue doing the website and social.

(October merging town and gown and half marathon)

Fundraising object = the next phase (wheelscape / muga court). Next year we might need to consider partnerships with other charities.

VM to pencil diary for social – covid permitting.

5. General updates:

a. Covid 19:

We will continue with zoom for our meetings and we will use social media to update our followers with the latest rules, hands face space etc, to use the playground wisely.

b. Copse & meadow.

SSYI and GSP finished mulching, planting and installing magposts/copse signs just before Christmas.

Still to do: Hedge mulching

Deck – PC shared the plans for this, which includes a barrier up against the river. Committee feels this defeats the object of the deck (for little ones to feed the ducks / paddle feet in water) and will look out of place when there is not a barrier anywhere else along the river. Plus the parallel barrier will certainly encourage climbing up and over!

EM & VM to check with PC to see if there is a regulation that means there has to be a barrier. The deck was designed to stop wear and tear of the grass and make it an inviting spot, however if it has to have a guard rail we would suggest the deck not be put in after all. Other examples of decks without railings: Wandlebury nature pond.

c. PC / Playscape working group / current timeline / Tenders /

Tenders went out to 6 contractors (including D&G, who aren't based locally, but worth asking as they're making most of it) some further afield, some more locally and Mead who did the Feast services. Tenders cover the Playscape. We're waiting for the C&E to clarify if there's any extra advice/directions we need for the Playscape (they've designed drainage for the wheelscape).

Expecting tenders back mid Jan.

Pre-commencement conditions need to be discharged before construction starts, including:

- drainage and site investigation report (done)
- tree survey (underway)
- confirmation of materials (Architects asked if we can get this split in half).

Working group to work on this now as may take 6 weeks for planners to process.

d. Shelter

Assistant PC has found someone to cut out the horses in metal, just waiting on **VM to finalise CAD drawing**

e. Grants update

Expecting to hear decision from FCC in March, and from Amey by end of this month whether we are invited to apply for full application. (See notes under finance also). Grants team readying itself to turn around the full application within four weeks.

GSPC was successful in bid to SCamb's Zero Carbon Grant for funds to employ a tree specialist to identify places around the village for more wild flowers and trees, plus £4400 for the 8 mature trees for the playscape. GSP delighted with this funding.

A local lawyer has put GSP forward for a £10,000 grant from her employer that supports local charities.

6. Review pending actions/any other business

Village News topic? – More copse updates, shelter and pencil the fun run.

EM to write

7. Agree Next Meeting

Grants Team meeting 18.01.21

PWG weekly on Tuesdays

Fun Run ? **HB to organise**

Full Committee – Review tenders 25.01.21