

EGERTON PLAYING FIELDS ASSOCIATION

ANNUAL GENERAL MEETING

Thursday 1st May 2025, 7.30pm, The Pavilion

MINUTES

1.	Present Committee - Steve Wellard, Janet Mackay, Phil Missing, Jeff Hopkins, Kerry Hooper	Action
2.	Apologies John Harrison, Chris Holmes, Jerry Osborn, Angus Buchanan	
3.	Minutes of last AGM 10 th April 2024 Read and agreed as a true record, proposed by Phil and seconded Steve	
4.	Matters arising from Minutes 10 th April 2024 See later in Minutes.	
5.	Chair Report Steve presented his report (see attached). Main points included: - <ul style="list-style-type: none"> a) Website with calendar operates well and offers information on policies, bookings etc. b) Key lock box functions well. c) Pavilion maintenance generally up to date. d) Excellent financial management has ensured value for money. e) The 100 Club has less members this year but makes valuable additions to the “sinking fund” for future renewals. f) Rental income does not cover running costs, but with grants from Hawkes Nest and Geoff Wickens Trust, lottery profits and interest on savings, a small surplus has occurred. Work required to improve regular income. g) Main users to ensure pitches maintained and Pavilion kept in good order. h) Thanks to all Committee members for efforts this year. 	
6.	Financial Report Janet presented her financial summary (see attached). Main points included: - <ul style="list-style-type: none"> a) Total outgoings were £4,659 with insurance of £1,334 being the highest fixed cost. Jeff to find out the name of insurance valuation company used for Games Barn valuation, as this may be helpful for Pavilion insurance review. b) Three-year fixed deal for energy has been secured at similar rates to existing tariff. c) 100 Club will produce a sum of at about £1,160 towards reserves this year. d) Thanks to Geoff Wickens and Hawkes Nest Trusts for their contributions of £2,732 and £350 respectively. e) Additional funds received from Geoff Wickens Trust to support Egerton Football Club. Jeff to arrange a further meeting with EFC to help with financial management. f) Financial audit by Alison Robinson to be arranged. 	JHop JHop JM
7.	Pavilion Maintenance, facilities management Phil presented his report (see attached). Main points included: - <ul style="list-style-type: none"> a) Electrical work – remaining emergency lights, extract fans and smoke alarms replaced together with sundry lights and heater. b) Plumbing work – descaling shower heads, pipe and valve repairs. c) PAT testing yearly, now overdue. d) Fire Equipment inspection Jan 2025. e) Legionella risk assessment reviewed Jan 2025. f) Away changing room floor drain “bulge” has access cover and frame installed. g) Water outlet and fridge temperatures monitored regularly. h) Unblock toilets after football events – to be discussed with EFC. 	PM

	i) Electrical report to be reviewed and items prioritised. j) Redecoration schedule to be prepared for quotes. k) Several outstanding items as list.	ALL PM/KH PM
8.	Bookings Regular bookings by village groups similar to last year with fewer individual hires. Booking enquiries through website minimal with most preferring to telephone or email directly. Most users pay promptly but there has been a couple of late payments and disputed invoices.	
9.	Club Reports <ul style="list-style-type: none"> a) Steve commented the Cricket Club continues to be popular, particularly junior teams. More adult players would be helpful particularly 20-35 age group. Cricket Week planned for 7 July with possible donation to EPFA if funds allow. b) Jeff commented the Egerton Eagles were having financial problems and had approached the Geoff Wickens Trust for help. EFC were keen to continue playing in Egerton with two teams. Further meetings with Jeff and the EPFC will be held to assist with financial management, maintenance and improvement of the pitch and use of the pavilion going forward. c) Jerry Osborn is now the Chair of the ERCC. 	SW ALL
10.	Committee Structure The current committee members agreed to continue in post for another year.	
11.	100 Club Janet confirmed the 100 Club had 66 members. The yearly lottery license has been renewed for the sum of £20. The expected profits will be £1,160, down substantially from last year. The flyer in the Parish Magazine in May 2024 had not increased membership, so it was decided not to bother this year. Angus was thanked for arranging the draws at the Rose & Crown and promoting membership. Janet was thanked for all her efforts in collecting the subscriptions and tracking down and paying the winnings. All members to be asked to forward promotional ideas to the Committee with a view to increasing membership.	ALL
12.	AOB <ul style="list-style-type: none"> a) Jeff had met with Southern Water to monitor the sewage treatment improvements and reported good progress. Works due to be complete in October, but this may not include planting and reinstatements. Steve asked if some adjustment to the reinstatement could be made to include a hard surface pathway for access to skateboard park and practice nets. Steve to contact Parish Council to instigate discussions with Southern Water. b) Bourne Services had completed land drains to perimeter of cricket field. ECC were now required to improve the outer field with rolling and grass seeding to repair the areas disturbed by Bournes. c) Cricket field fencing had been completed to a good standard. d) Jeff to investigate which Parish Council member could be approached to join EPFC as a substitute for Peter Rawlinson who was very busy with Parish matters. 	SW/JHop SW JHop
13.	Public meeting closed at 8.20pm Next general meeting – to be confirmed	

Attachments: - Chair Report

Financial Report

Maintenance Report

EPFC Chair AGM 2024/5 Report

The EPFC continues to function well with progress on several fronts and the benefits are coming through from the work of the management group over the last year. Here are the highlights:

- We are benefiting from the great work of Kerry Hooper who set up the EPFC website to share availability for bookings, take bookings, promote the Pavilion, publish minutes of meetings and policies to aid transparency, publish 100 Club winners.
- The installation of managed access through the installation of a key box has functioned well, as has the transition to regular cleaning managed through the EPFC.
- The commitment of Phil Missing to address ongoing maintenance issues and sort of resolutions has been invaluable.
- We are also indebted to the work of our treasurer Janet Mackay who stays on top of all things financial, including making sure we purchase insurance and seek best value through contracts such as those for electricity and water.
- The 100 Club participation is not as big as last year but the outputs from it remains an important financial contributor to funds and growth of our sink fund, enabling us to replace aging elements and support essential maintenance. I would like to thank Angus Buchanan and Peter Rawlinson for keeping this going, and importantly Janet Mackay for helping with administration and payments.
- Liaison with EPC and support for projects through the Wickens Trust continues to be strong, thanks to Jeff Hopkins
- A special thank you goes to financial support from the Hawks Nest Trust and Wickens Trust. The donations these organisations go a long way to enabling the EPFC to stay on a stable financial footing.

Your tireless work as volunteers to running this facility on behalf of the village and its community is very much appreciated.

Financially the EPFC has some challenges with overall bookings down and rent income not matching costs. We also had some issues receiving rent from Egerton Eagles FC but I am pleased to say this has now been resolved. However, only through a combination of donations and the 100 club have we been able to sustain things. This is something for the EPFC management team to look at going forward.

Usage has also caused issues from time to time. It is important for the cricket and football clubs to do their bit to keep things tidy and remove rubbish, leave the showers, toilets and changing rooms in reasonable order, and make sure the pavilion lights are turned off and door locked.

Looking ahead, work has been identified some of the maintenance items and the management group will continue to work with the football and cricket clubs and other regular users on the smooth running of facilities.

Thank you to all involved and to those who continue to support EPFC.

Steve Wellard

Chair EPFC

1 May 2025

Financial Summary 2024-2025

Receipts

Grants

Geoff Wickens Egerton Sports Trust	2,732.00
Hawkes Nest Trust	350.00

Rental

Egerton Cricket Club	900.00
Egerton Eagles 23/24 season	250.00
Misc hire	1,041.25

5,273.25

Interest on 35 Day	221.18
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Interest Instant access account	41.19
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Profit from 100 Club 2023-2024	2,297.10
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TOTAL INCOME	7,832.72
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Football Club 24/25 season (rec'd 22.4.25)	500.00
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8,332.72

Income	8,332.72
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Expenditure	- 4,659.31
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Excess Income over expenditure	3,673.41
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Payments

Electricity	987.37
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Water	478.05
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Cleaning -Val Lawrence	-	Refunded by ECC & Egerton Eagles
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Cleaning Equipment	71.58
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Maintenance	1,305.84
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Website (Hugo Fox)	32.89
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Insurance	1,334.18
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Wi-Fi	132.00
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Publicity	45.00	Egerton Update
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100 club costs	222.40
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Memberships	50.00	2 x Kent Playing Fields 2024 & 2025
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TOTAL OUTGOINGS	4,659.31
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Bank and other deposits 01/04/2024

Current account	907.87
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Business Reserve account	1,995.94
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Liquidity Manager 35 day	7,095.03
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Financial situation 1.4.24	9,998.84
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100 Club 23-24	2,297.10
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12,295.94

Bank and other deposits 31/03/2025

Current account	2,146.81
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Business Reserve account	3,330.69
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Liquidity Manager 35 day	7,299.35
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Financial situation 31.3.25	12,776.85
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Plus

Anticipated profit 100 Club 24-25	1,160.00
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Financial situation 31.3.25	13,936.85
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Maintenance activities report AGM 1-5-25

Maintenance activities completed Since last AGM

- Descaled shower heads - bi-annual
- Now taking water meter readings as requested by supplier
- May, burst water pipe repaired & hanging basket water timer fitted
- Sept 24 Faulty heater replaced home changing
- Fire extinguisher annual service
- Legionella risk assessment Review completed
- Shower ceiling light replaced S6
- Now monitoring fridge temperatures weekly
- Un blocking toilets 3 times in football season
- Floor Mat bulge in away changing room repaired now with access to drain.
- Repaired floodlight by back door
- Jan 25 Shower S7 mixer valve replaced
- Extractor outlet Brown flap vent above kitchen replaced
- 4 New smoke alarms fitted
- April 4 inline extractor fans replaced
- 5 Ceiling mounted fans replaced
- April 9 Emergency lights replaced
- April Light in officials room replaced
- Clock time change

Outstanding

- Electrical installation condition report (EICR) there were 10 Observations /recommendations. Review in a separate meeting?
- Fan heater in officials changing room pull cord needs repair
- Rainwater down pipe Front RHS requires adjustment
- Roof tile needs replacing
- PAT Testing overdue
- Descale shower heads - bi-annual May & Nov
- Pavilion internal decoration throughout

PRM
1-5-25