

Alconbury Recreation Field Charity

Registered No. 279991



Trustee Meeting Minutes

Date:	Monday 17 th August 2026	Time:	7:00pm
Venue:	Alconbury Sports & Social Club	Chair:	Christian Bodley

Attendees: Chris Kirschner, Bruce Staines, Paul Watson, Damion Lewis,

Apologies: Christian Bodley

Item	Agenda Item	Details & Minutes	Lead
1	Meeting Minutes Approval	Approved	All
2	Matters Arising from Minutes	No outstanding actions	All
3	Resignation / Handover	Acknowledge Bruce Staines resignation on 5 th August. Handover any items. <i>Acknowledged BS resignation from the Charity. DL to update Charity commission and remove BS access.</i> Keys <i>Agreed that trustees need keys.</i>	All
4	Elect new Chair	Christian wishes to step down as chair given work commitments. <i>Accepted Christian's resignation from chair. DL elected to chair</i>	All
3	New members	We need to recruit at least 2 new trustees <i>Several people in the 2 villages have been approached. DL to send job description to candidates.</i>	All
4	Grant Applications Update & ownership	- Football Foundation – <i>DONE</i> - Playdale Playgrounds – <i>PW to investigate grant possibilities</i> - Woolley Wind Farm – <i>Application submitted, but we need to change the use since Alconbury Weald FC have left. So we will look to change the grant request to use for Men's toilets.</i> - New opportunity: - Biffa Award – <i>Might be used for Playdale</i>	CK

		○ Postcode Lottery – <i>DL to submit grant application, CK will get some quotes for changing room updating</i> ○ Others – <i>To be investigated</i>	
5	Finances	• Situation and admin – <i>Ok. DL will take on some admin but also CB's wife has agreed to support us as a volunteer secretary to the charity.</i> • Bank account access – <i>We need to remove 2 old trustees and add on Lisa + one other Trustee, suggestion is CK. We need to physically go to the bank in September</i>	All
6	User Groups	Ownership of the user groups. • Football – <i>CK & maybe a new trustee if they join. We need to look for any teams that want to use our facilities. It was suggested that Brampton FC are possibly looking. We can also use the Hunts FA social media</i> • Cricket – <i>PW now owns it. We have the end of season maintenance to book in and pay for.</i> • MUGA Management – DL	All
7	Maintenance	Any urgent maintenance needed?	All
8	Fundraising	Textile Recycling, due to get a bigger bin. Other items?	All
9	Administration	• Charity commission - DONE • Monthly Invoicing • Booking management tool – <i>DL is looking for options. Found a free one for the interim. But no doubt a paid option is needed.</i> • Utilities, SSE alternatives?	DL
10	Lease with Parish Council	Get PC to renew our lease for 99 years etc. <i>We will invite the PC to the next meeting to hopefully sign a lease extension that we will support them in drafting. PW is handling this.</i>	All

ACTIONS

COMPLETED ACTIONS