

**THE WHITEPARISH MEMORIAL CHARITABLE TRUST**  
**Registered Charity Number 282528**

**MINUTES OF THE EXTRAORDINARY GENERAL MEETING OF THE WHITEPARISH  
MEMORIAL TRUST ON SATURDAY 9<sup>th</sup> JUNE 2018 AT 10.30 am AT THE MEMORIAL CENTRE.**

1. Welcome and apologies for absence.

All Trustees present: Mike Hayday (Chairman) Richard Burr (Treasurer) Maggie Davis, Julie Bell, Berny Higgins, Darryl Parsons and John Herrett.

18 members of the public present

The chairman welcomed everyone to the meeting and thanked the members of the public for their attendance. He went on to introduce Julie Bell as the latest Trustee. Julie is a Parish Council nomination, replacing Richard Burr who is no longer a Parish Councillor. Richard has been co-opted as a Trustee and will continue to serve as Treasurer.

2. Declarations of interest.

None

3. Approval of Minutes of the Memorial Trust AGM, 20<sup>th</sup> January 2018.

Acceptance of the minutes was proposed by Berny Higgins, seconded by Maggie Davis. All in favour and minutes were duly signed.

4. Matters arising.

None that are not on the agenda

5. Presentation of accounts for the period ending 30th April 2018.

Richard Burr re stated the rationale behind the change of financial year date as proposed at the AGM. These were therefore interim accounts. There were no questions from the floor

6. Approval of Accounts for year ending 30<sup>th</sup> April 2018.

Proposed by John Herrett, seconded by Darryl Parsons. All in favour.

7. Update on projects for 2018

- a. Refurbishment of Kitchen:

Maggie Davis reported on the planned completion of the kitchen improvement. The hot water heater has been installed and has been well received by those groups who used it last week. The dishwasher will be installed on Wednesday 13<sup>th</sup> and a demonstration by the manufacturer will be carried out at 11:30. Maggie has already invited the main clubs and extended the invitation to all

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present. There will be tea coffee and cake and the plates and cups will be washed afterwards to demonstrate the speed of the programme (3 minutes). Members of the public enquired as to whether there was any prospect of a microwave, one user offered to leave one out for groups to use. The committee agreed to consider this or the provision of a hall microwave. The trust prefer to use our own installed equipment which has been PAT tested for insurance purposes. The problem with the microwave being left in a dirty condition with burnt on food etc. which was our experience in the old Memorial Hall was raised. Hirers will need to agree to maintain the cleanliness of the kitchen and associated appliances if we are to consider a microwave or an upgraded cooker in the future. Maggie Davis pointed out that the requirement for microwaves and higher specification cooker was generally confined to one or two groups accounting for fewer than 15 hires per year. This makes it difficult to make a case for further expenditure. A member of the public asked if we would consider further lockable wall cupboards. Trustees agreed to consider this later in the year.

b. Additional lighting in the Main Hall :

John Herrett updated the public on this project which is a work in progress.

c. Alcohol licence application:

John Herrett updated the meeting on our recent application for a premises licence. This will allow hirers to sell under our licence for a smaller fee, £15, than that for a TEN licence. We expect approval in due course. This will require us to amend our Hire Agreements and users will be circulated as appropriate.

d. Proposed early Autumn Village event:

Trustees continue to work on this proposal, which we envisage to be a whole village event and not just a Trust event, with a target date of 2019 for proposals to be considered.

8. Announcement regarding the retirements Sid & Hazel Twine, Managing Caretaker and Booking Clerk, with effect from September 1<sup>st</sup> 2018 followed by a public discussion on how to move forward.

The chairman expressed the formal thanks of the Trust to Sid and Hazel for their work in making the hall the success it is.

He went on to present the Trusts current thinking as to how access to the centre and grounds would be maintained in the future. The main points made were:

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- Booking would be managed by Richard Burr with the support of Trustees as needed. The chairman thanked Richard for volunteering to take this work on.
- Sid has over the past four years set up and cleared away for users. This will not be continuing. The current conditions of hire are that hirers should build into their hire period sufficient time to set up and clear away themselves.
- Whilst the Trust would be considering an enhancement to cleaning by employing cleaners to clean the washrooms, kitchen and changing areas, we will expect hirers to observe the terms and conditions requiring them to clean up after hires leaving the rooms used in a clean condition. Members of the public pointed out that it was not always clear where cleaning material and equipment was available. Trustees pointed out that a range of equipment was freely available in the main store room but recognised the need for more access to equipment and for this to be made clear on Hire Agreements. It might be necessary to levy a cleaning deposit. Members of the public and representatives of the village groups present supported the levy of a booking deposit in principle. Some groups thought it should not apply to them. A large deposit, up to £250 was suggested as an incentive for groups to clean up after use. It was acknowledged that the main offenders are sports teams, principally footballers, who are confined to the changing areas. This is an ongoing issue not really connected with the loss of Sid. Trustees are working on this issue. A number of suggestions were made by members of the public including: different cleaning deposits for different types of hirers, different hire charges which would enable recovery of increased cleaning required for offending groups: setting up a rota of user groups to clean the hall and washrooms on a weekly basis, whilst this was supported by some users the majority were not enthusiastic.
- The growing success of the Centre and the football and cricket facilities has led to a situation where a person is required to be on site between 4 and 10 times a day to open and close for hirers 7 days a week. It may not be possible to recruit another person or persons willing or so situated as to take on this number of attendances, particularly on a voluntary basis. The cost of employing both regular cleaners and caretaker(s) to maintain this is thought to be high at between £6,000 and £7,000 per annum. This would need to be passed on to hirers in the form of increased hire charges.
- One solution to mitigate this cost and help in employing a caretaker by reducing workload, is to move to a process where Hirers self-access the centre. This can be achieved in a number of ways.
  - Using current locks and loaning keys to users, permanently to regular users, or via a key pick up or a coded key storage pick up for less regular users.
  - A state of the art access control system using programmed cards, fobs or key pads, this would allow the management of the Trust to control access,

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giving hirers admission to the centre and individual rooms only when booked.

- The Alarm will still need to be set separately to meet current insurance needs. Richard Burr is researching the impact on our premiums. It might be possible to have a caretaker making two daily visits to check the centre to arm and disarm the alarm daily.
- Self-access will also require users to operate the automatic front doors, this is not thought to be a major issue.
- Costs of the options researched range from £200 for additional keys and low tech key boxes to £12,000 for a multi-point access control system

The advantages and disadvantages of all the researched options were discussed by the meeting.

Members of the public raised the following points which the Trustees will take into account.

- If self-access is used there will be a need to users to have access to heating controls and external lights. Heating could be pre-set by the caretaker in advance or we could move to a hive control system to allow remote setting.
- Are high tech systems proven in the context of village hall use?
- Would controlled access be too expensive and would it be possible to use a simple key loan issue as is common with other village halls?
- Some elements of the meeting felt that we should be able to trust local groups to look after their village community centre, accepting the notion that groups would need to pay a deposit or the cost of key replacement.
- Maggie Davis, on behalf of the Trustees agreed in principle with these observations. She observed that we needed to have a cultural change amongst hirers. Currently hirers tend to book a hire time and then extend by arriving early and leaving late without cleaning rooms or storing furniture. She pointed out that the old village Memorial Hall suffered greatly from individuals using the freely available key to borrow items such as tables, chairs and crockery without payment and sometimes without returning them. In that context loaning out expensive high security keys was a risk that the Trustees were nervous in taking.
- The meeting discussed hire charges and there was a general consensus that as these had remained fixed for 4 years it was not unreasonable to expect an increase at some time.
- A member of the public supported the more high tech solutions and cautioned against loading too much work on the Trustees.

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- Members of the public also supported the employment of cleaners for washroom, kitchen and changing room areas.
- Various members of the public reiterated the view that cleaning materials and equipment needs to be provided with more accessibility and Hirers should be encouraged to set up, pack away and clean up before Sid Twine leaves to get themselves used to new ways.
- The need for hirers who use tables and chairs to build in time on their hire was discussed.
- A member of the public pointed out that the walls and skirting boards were looking a little tired, partly due to lack of cleaning and partly due to a requirement for redecoration. This was acknowledged by the Trustees

The chairman brought the discussion to a close, thanking those present for making a contribution to the Trustees thinking on these issues. Immediate actions the Trustees will discuss include.

- Purchase of additional vacuum cleaner for Cowesfield use along with other equipment for users. This will over time be added to the main store room.
- Reconfiguring the storing of tables and chairs to allow access from the Cowesfield room whilst the main hall is in use.
- An advertisement for a person or persons to take on managing caretaker responsibilities will be drawn up for noticeboards, the Steeple & Street and local press. The meeting was urged to identify potential candidates to the Trust should they know of one.
- Cleaners will be sought for regular cleaning of the washrooms, kitchen and changing areas. Once again members of the public are asked to identify local individuals who might be interested.

9. Questions from the floor.

No further questions

10. Public vote on any resolutions from the floor.

No resolutions

11. Any other business.

Dates of the 2019 AGM in June will be set later in the year.

The EGM was closed and immediately followed by a Special Meeting of Trustee Management Committee.