

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

MINUTES OF MEETING HELD ON

1st December 2016

- 1) Welcome and apologies for absence.
Apologies received from Maggie Davis. All other Trustees present. Two members of the public present.
- 2) Declarations of interest: No declarations of interest made.
- 3) Public question time and correspondence received.

Several items of correspondence received. Firstly in the form of a phone call from Colin Iles with a possible nomination for Trustee, Mr Barry Martin who is a bowls club member. Mr Martin attended the meeting. Secondly formal confirmation was received from the Parish Council offering £5,000 of R2 funding to use in getting new play area equipment. (see WP section). The Youth Group requested a date for a Fire Drill as well as a review of any Hall Risk assessments. It was agreed that a Trustee was needed to attend a Fire Drill as it would be on a Friday. Berny Higgins to discuss with Youth Group and Sid Twine. Risk assessments are activity based and the Trust are not required to carry out risk assessments, this is the responsibility of the user. The Youth Group requested a TEN for February, A note was received from Jane Legat regarding continuation of the Steeple and Street advertisement for the centre. This was circulated and Trustees agreed that there were no amendments required.

Action: Berny Higgins to arrange Fire Drill with Youth Group after discussion with Sid Twine. Mike Hayday to respond to Youth Group regarding Risk Assessments. Berny Higgins to advise Youth Group that there are enough TEN slots for Youth Group and that they should apply via Wiltshire Councils web site.

Action: John Herrett to return advertising form to Jane Legat

- 4) Acceptance of minutes from meeting of 17th October 2016.

Minutes were accepted and duly signed.

- 5) Matters arising from last minutes not on the agenda

Martin Ball, who spoke at our May meeting re Basketball shooting nets, has provided an outline of the potential basketball shooting court solutions. These include repair of the MUGA hoops, refurbishing the PC owned hoop by the skateboard and putting in a new shooting area nearer the hall. Trustees agreed that a more detailed costing with a recommendation on both location of the court and the source of funds be provided. The Youth Group were advised that any refurbishment of the hoops by the Skate Board was a matter for the Parish Council.

Action: Berny Higgins to liaise with Martin Ball regarding a more detailed proposal.

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Maggie Davis is in the process of acquiring photos for Hazel showing May Ball type decorations as examples to show potential wedding hirers.

Action: Maggie Davis to complete.

6) Working Group Reports.

a) Grounds (MUGA, Play Area, Pitches all outside areas)

- i. Rugby posts have now been erected and the Parish Council informed. It was agreed that there was no point in retaining the accompanying set of posts as a spare and Darryl Parsons suggested selling them on eBay. Trustees agreed. Trustees also expressed thanks to those villagers who had assisted in the erection of the posts in particular Mr Shane Skeates, without whose assistance the project would have taken a lot more time.

Action: Darryl Parsons to sell posts on eBay

- ii. The football pitch is in good condition. The season length will be longer than the number of weeks provided for in the contract, handy all-rounder have proposed a cost of £30 per week to cover the 4 additional weeks expected. Darryl Parsons proposed acceptance of this offer, seconded by Richard Burr, all in favour, motion passed. A discussion on the benefit of having the pitch aerated at a cost of £300 was discussed. It was agreed that the pitch condition would be reviewed at season end.
- iii. Cricket pitch looking good, Moss treatment required. Handy all-rounder to liaise with Lawntech.
- iv. MUGA repairs have been carried out as well as sweeping.
- v. The play area requires action in that a post needs removal. The spending of both R2 money and the money raised from the Winter Ball on play area equipment was discussed, we need to ensure that R2 money is spent by March 30th and that the new piece of equipment for which R2 funds will be used is clearly identified and separately invoiced to the Parish Council.

Action: Darryl Parsons to deal with post left in the ground in the play area. A recommendation for new equipment, with three estimates, to be provided for discussion at the January 5th meeting. Mike Hayday to review possible lottery funding.

- vi. The Breakaway Club have provided a donation which will be used to fund a new bench in the play area. The Trustees thanked the group for their very kind donation.

Action: John Herrett to organise sourcing and installation of the new bench seeking other Trustees' support as appropriate.

- b) Car Park. Mike Hayday and John Herrett reported that they continue to chase the Surgery with little response to date. It was agreed that this may need to be escalated as it will be very likely that it will be brought up at the AGM

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Action: John Herrett to progress via the telephone week commencing 5th December.
Mike Hayday and John Herrett to escalate as they think appropriate.

c) Centre Management and maintenance.

- i. A light fitting in the main hall is not working and requires inspection by an electrician, this is not urgent but requires attention.
- ii. PAT testing is also required for all small appliances, it was agreed to also test Youth Group appliances which are stored on site.

Action: JH to contact Ky of Circuit Electrical. Darryl Parsons to contact Kevin Edwards to obtain advice on the lights and the PAT testing.

- iv. External lighting timer is now working but will only be used regularly for the Youth Group as either Sid Twine or Trustees will be present at other hires.
- v. The need for a deep clean was discussed. The Main Hall Junkers flooring is also due a clean and seal treatment. Trustees agreed that Sid Twine's suggestion that a period of downtime, such as Christmas, was the ideal timing made sense.

Action: John Herrett to liaise with Sid Twine, ensuring that the Junkers flooring is dealt with by a specialist.

d) Events and fundraising

Winter Ball: A great success which raised £1857. Universally positive feedback. Definitely could become an annual event. Trustees registered the Trusts thanks to Maggie, Sarah Skeates, Michaela Toms and all of the team of helpers who made the event such a big success

Action: A date for a 2017 Winter Ball to be agreed at the post AGM meeting.

100+ Club Party December 10th: All organised & will benefit from using the wine reserved from the Winter Ball. Only outlay so far has been the licence plus any money spent on Beer & soft drinks.

Richard Digance: February 11th 2017: This should now become our priority as we must sell at least 100 tickets to make this event worthwhile. Berny Higgins has been promoting and will put into Steeple and Street as well as the Sherfield English parish magazine and local press in January. Tickets already reserved.

Action: Berny Higgins to arrange advertising in Steeple and Street as well as other local newspapers for the New Year. Further activity to be discussed at the January Trust meeting. Berny to apply for TEN licence.

Newbury Watermill Theatre group: John Herrett confirmed that we have a provisional booking for Thursday 20th July at a cost of £510. Trustees thanked John for his efforts. John proposed that we sign a contract with the Watermill group formalising the booking, Berny Higgins seconded, all in favour. We will put this on the agenda for our March meeting.

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- 7) 100+ Club: The Christmas draw was discussed. The prize fund will allow for £320 to be distributed as follows. One prize of £100, one prize of £60, two of £30, four of £20 and two of £10
- 8) A Newt Survey is required as part of the management plan required by the County ecologist as a condition of our planning consent. After a discussion, the Trustees agreed that we should put this in hand as soon as possible as we need the survey started by February -March 2017 in order to meet the planning condition. John Herrett recommended the cheapest quote be accepted (Aquilina Environmental Quality @ £2020 VAT not specified). Mike Hayday proposed that the survey be booked as soon as possible so that advice on our other duties under the planning condition could be sought (re-coppicing of 25% of the small trees around the pond which is due annually between September and February) and that we empower John to engage the most economical available contractor. Berny Higgins seconded, all in favour, motion carried.

Action: John Herrett to organise ASAP

- 9) AOB:
 - a) Trust Policies. The Trust have a number of policies which are required to be reviewed over the next few weeks. These include a Child Protection Policy and an Equal Opportunities Policy. Mike Hayday stated that he has reviewed these two policies and sought information on the web sites from HMG and HSE which advise village halls. He believed that only organisations running events which include young children are required to have policies. As the Trust does not run events which involve minors and we have a condition in the Hire Agreement , see below, he questioned the need for a policy at all.

“**THE HIRER** shall ensure that any person involved in activities that include children, young people or vulnerable adults has undergone the relevant CRB checks. Individual hirers should be aware of their responsibilities for a duty of care for children and young people attending events in the hall.”

An Equal Opportunity Policy is normally required for employers, as the Trust does not employ any staff, this may also be redundant. After a discussion it was agreed that Mike Hayday will circulate the two existing policies for comment whilst we seek out other advice. This item will be on the post AGM agenda.

Action: Mike Hayday to action. Richard Burr to review WVHA web site for any guidance on policies

- b) Lighting Bollards: John Herrett has reviewed both replacement bollards as well as protective bollards to shield the current bollards from users with car access. It was agreed that as the damage to the centre bollard was in the nature of a one off and the protective bollards are expensive, we will not take any further action at this time. It was agreed that we will monitor the centre bollard, taking prompt action to replace it as and when required.

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- c) John Herrett passed on a request from Sid Twine that any posting of notices be carried out via him so that damage to the paintwork can be avoided and so that he can identify “official notices”. It was agreed that we would maintain a policy of not allowing ad hoc posters, stickers and leaflets to be put on display in the centre and work through Sid when advertising Trust activity.
- d) Hazel Twine asked if there was any need to have a signed copy of the Hire Agreement for one off users. She suggested that we send a copy via email and make it clear that users are accepting all terms and conditions by making the hire. This will reduce administration costs. Trustees agreed, all regular block booking will still require a signed agreement.

Action: Richard Burr to circulate a form of words for Trustee approval and send to Hazel.

10) Future meeting dates

Thursday 5th January 2017 7:30pm: Blackberry House, the Bramleys (Closed Meeting)

AGM Saturday 28th January 2017 10:00 a.m.to 1:30p.m. In the Cowesfield Room

Thursday 9th March 2017 7:30 p.m. in the Cowesfield Room