

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

MINUTES OF TRUSTEE MEETING 5th March 2020

1. Welcome and apologies for absence.

All Trustees present. No members of the public present.

2. Declarations of interest. None
3. Public question time and correspondence received.

Letter from the PC regarding Operation London Bridge, preparations for the death of HM the Queen. Parish Council confirmed discussions with the Church and the agreed actions. (See appendix 1) Trustees noted these. More detailed Trustee and other volunteer actions will be agreed as and when required.

A request was received for a refund of hire costs following the heating being turned off by a mystery person during a Church meeting in the main hall on 29th January. Trustees had agreed a 50% refund via email. Trustees discussed the issue with no concrete conclusions.

4. Acceptance of Minutes from meeting of 23rd January 2020

Berny Higgins proposed the acceptance of the minutes, seconded by Darryl Parsons, all in favour. The minutes were duly signed by the chairman

5. Matters arising not on the agenda. Julie Bell has acquired and set up the chair assist unit, this has been well accepted. Trustees thanks Julie Bell. John Herrett confirmed that the fan heater which failed over Christmas is out of warranty, he volunteered to examine it to see if it could be repaired.
6. General maintenance.

- a. Velux repair update. Waiting to finalise dates
- b. Roof repairs update. A new leak in the male washroom ceiling was reported on Thursday. The washroom was closed pending repair due to slippery floor. The roofer has been contacted.

Action Richard Burr to advise Youth Group of closure.

- c. Decoration update. In hand
- d. Path repair update. Tarmac repair completed but still minor trip hazard at path juncture.

Action: Darryl Parsons to work with HA Groundcare to resolve.

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- e. Protection of verge by the pond at top of car park: John Herrett reported damage where 4x4s park up on the verge against the fence by the pond. Trustees agreed this was both damaging the verge and causing inconvenience to other car park users, as it restricted the manoeuvre space for other vehicles. Trustees resolved to put some wooden logs on the verge to discourage parking.

Action: Maggie Davis to review and source suitable logs to inhibit parking.

- 7. Play area inspection update: All in hand
- 8. Car Park Update. Mike Hayday updated the Trustees on the meeting with the Surgery management team, Dr Clair Chatt (Managing Partner) and Mrs Hilary Jenkins (Practice Manager). The meeting was cordial and the Trust and Surgery will obtain a series of quotes with a view to carrying out repairs in 2020. This may depend on financial constraints from the surgery side. Trustees agreed to await quotes before tackling funding issues.
- 9. Finance update: Richard Burr presented the 10 months to date accounts. (see appendix 2) The running rate was good with a healthy surplus due in the main to less capital expenditure than last year. We have good reserves in the bank and expect to be able to meet the costs anticipated, further roof repairs, velux repairs and the two major projects under consideration, car park and playground resurfacing. We rolled over our maturing endowment funds in January.

Trustees discussed the fete fee. Berny Higgins proposed a fee of £550, a discount on our weekend fee. John Herrett seconded, all in favour.

Action: Richard Burr to confirm and remind fete committee of the need to lock up after the event. We also need to ensure that sufficient supplies of toilet tissue are on hand and that the changing rooms are locked to prevent intrusions as last year

- 10. Children's play area resurfacing. Berny Higgins is obtaining quotes. We will discuss at the AGM. Trustees agreed that we should apply for section 106 funding as well as Wiltshire CC grants if available.
- 11. Kitchen shelving update. Completed by John Herrett, Trustees expressed thanks.
- 12. Trustee recruitment update. Letters sent to 5 interested parties. Two have responded that they are no longer interested, one has stated that they are happy to help, if needed. Two not replied as yet. Trustees were reminded that they need to elect a new chairman in June. With Berny Higgins intending to resign as a Trustee at the AGM in June, a new signatory is required both for Lloyds Bank and Market Harborough Building Society.

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Darryl Parsons volunteered. Richard Burr proposed acceptance of Darryl as a new signatory for both accounts, seconded by Mike Hayday, all approved.

Action- Richard Burr to add Darryl Parsons to Lloyds mandate and to replace Berny Higgins on the Market Harborough mandate with Darryl Parsons.

13. Damage and poor cleaning after party and other ad hoc hires. We have had some breakages not reported by key deposit hirers. Trustees agreed that there would be a visual inspection before key deposit was returned. We will change name of the deposit to key, cleaning and damage deposit.
14. Watermill Theatre update. The contract has been signed. Trustees discussed ticket prices. Mike Hayday proposed a ticket price of £15, Richard Burr seconded all in favour. Maggie Davis proposed a concession price of £10 for students and under 18's, Berny Higgins seconded. All in favour.
15. Relaunch of 100+ Club party. Trustees had a further discussion about the format and timing of a 100+ Club event. Numbers at the last two events have been disappointing with the event heavily subsidised by Trustees and friends. It was agreed that we would write to 100+Club members to explain that the event was not viable in its current format, put some ideas to them on format and timing including combining with a Memorial Trust fundraiser, de-emphasising the 100+ Club connection which may be self-limiting, and dropping the quiz format; and ask for some further suggestions.

Action: Richard Burr to draft communication to members and for putting in S&S.

Richard Burr reminded the Trustees that we need to prepare renewal communications in the near future.

Action: John Herrett and Richard Burr to organise, involving Trustees as necessary.

16. Cricket club requests

Berny Higgins asked on behalf of the cricket club, who are fundraising for a new scoreboard, if this could be mounted on the wall outside the changing rooms. This would be mounted in the cricket season only and stored in the outside store over the winter. Trustees agreed unanimously to support this request. The club also asked if they could display some pictures and/or an honours board to celebrate the club and its members. Trustees agreed to allow this in the sporting areas and possibly outside by the paved undercover area in the case of the honours board.

17. Future meeting dates confirmation.

Thursday 7th May in 2020 at 7:30pm at Richard Burr's House CLOSED MEETING

AGM Saturday 6th June at 10:00 in the Cowesfield Room

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Thursday 16th July at 7:30 pm in the Cowesfield Room

Thursday 10th September at 7:30 pm in the Cowesfield Room

18. AOB.

Maggie Davis reported that the Share Club party would be 16th May.

She further advised that there may be a booking for 13th June for a Sumer Ball.

Maggie Davis raised a question on how we dealt with lost property. Mike Hayday responded that we have, since the centre was open, retained lost articles (other than consumables such as sandwiches, milk in the kitchen and fridge and disposable water and drinks bottles in the washrooms and changing rooms which are destroyed immediately) in the caretaker cupboard and waited for owners to contact us via the booking email address. If the article is not reclaimed in 3-4 months it is disposed of.

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Appendix 1

Dear Mike,

Thank you very much for your response regarding the event of the passing of Her Majesty the Queen (known before the event as Operation London Bridge - OLB).

The Parish Council working group has now met with representatives of the PCC, and along with the grateful suggestions from the Memorial Trust the following has been proposed:

The Parish Council will purchase a loose-leaf book of condolence, pens and framed picture of the Queen to display on a table at the Memorial Centre.

There will be a posy of flowers, appreciatively supplied by the church flower rota.

White table cloth to be supplied by Julie Bell/Linda Palmer/possibly the Church.

The book of condolence will be opened at the Memorial Centre - consent was given by yourself, the Memorial Trust Chair on 21st January 2020. The book will be available for a period of hours each day (e.g. 10am until 3pm), with the area being 'manned' by volunteers. We thank both the Memorial Trust for the offer of arranging the appropriate monitoring and also the offer of volunteers from the Church, along with the Parish Council in helping with covering this. We understand the protocol is for the book to be opened on the 1st working day after the day of death and then each day until the day after the funeral.

Should residents wish to lay floral tributes the Memorial Trust has kindly offered that they can be placed to the west of the footpath, near to the churchyard wall, in the Memorial Ground.

The Parish Council will ask that any floral tributes laid are free of cellophane/plastic, however at the end of the mourning period an arrangement will be made for volunteers to separate any flowers from plastic etc. The Parish Council will then arrange for this to be collected by Wiltshire Council (Clerk to refer to email dated 25.02.20 from the WC Emergency Planning Resilience & Response Specialist).

The Church has offered for the vegetation to be placed on the Church compost heap which is over the other side of the wall.

Completed book of condolence stored with the Church, or as directed by either Wiltshire Council or the church authorities.

If the Memorial Trust has any queries please do not hesitate to ask or if you wish for a meeting please let me know.

Regards,

Maria Pennington Whiteparish Parish Clerk

www.whiteparish-pc.gov.uk

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Appendix 2

Whiteparish Memorial Trust				
Income & Expenditure Account				
For the period ending 29 February 2020				
	12 months ending 30 April 2019		10 months ending 29 February 2020	83%
	£		£	
INCOME				
Bank Interest		2,827	3014	107%
Ground Rent	50		50	100%
Hire of Ground & Pitches	5,754		2,550	44%
Centre Hire Fees	19,851		18,617	94%
Fete	470		525	112%
MUGA	320		120	37%
Total hire fees/rent		26,445	21,862	83%
100+ Club Profit	2,399		2,861	119%
Winter Ball Profit	2,278		3,074	135%
Pantomime	0		639	
Our Church Play	0		-75	
Key Deposits	1,150		300	26%
Grants/Donations	148		2,077	1404%
Total Fundraising		5,975	8,875	149%
TOTAL INCOME		35,246	33,751	96%
EXPENDITURE				
Insurance	2,090		2,173	104%
Utilities	5,581		5,804	104%
Cricket square & field	4,487		4,276	95%
Cleaning and caretaking	4,642		6,156	133%
General expenses and repairs	2,646		2,127	80%
Administration	219		7	3%
Servicing & maintenance	672		788	117%
Rubbish	224		200	89%
		20,561	21,532	105%
Car Park repairs	1,016		0	0%
Kitchen improvements	5,413		0	
Fence Repairs	2,607		0	
Decorating	0		2,779	
Main Hall lighting	0		1,655	
Other Equipment/major repairs	1,445		890	62%
Total Major Expenditure		10,482	5,324	51%
TOTAL EXPENDITURE		31,043	26,855	87%
SURPLUS/DEFICIT for the period		4,203	6,895	

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RECONCILIATION OF CHARITABLE FUNDS				
Funds at 1 May 2018		210,844	Funds at 1 May 2019	215,086
Surplus for the Period		4,203	Surplus for the Period	6,895
Funds at 30 April 2019		215,086	Funds at 29 February 2020	221,982
REPRESENTED BY:				
		30-Apr-19		29-Feb-20
Bank Current Account		943		419
Bank Savings Account		1,920		2,250
Building Society Instant Access		22,223		29,312
Building Society 60 DN		20,000		20,000
Fixed Term Endowment Funds		170,000		170,000
TOTAL		215,086		221,982