

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

**MINUTES OF MEETING HELD ON**

**5<sup>th</sup> September 2016**

- 1) Welcome and apologies for absence.  
No apologies received, all Trustees present. There were no members of the public present.

- 2) Declarations of interest: No declarations of interest made.

- 3) Public question time and correspondence received.

One item of correspondence in the form of a phone call from a Mrs Lewis asking if it was possible to donate a bench in remembrance of a relative who passed away earlier this year. The chairman has asked for the request in writing, no response received to date.

It was agreed no action was required until such time as a formal request is received.

Email from Mr Aaron Brindley about a mobile bar service, asking if he could promote at the centre. After a discussion, it was agreed that we do not have any need for a bar service, given that our lack of full premises licence means that we can only have 15 events per year. We do not want to create the precedent of trade advertising on the site as we have limited notice board space.

**Action: Richard Burr to reply to Mr Brindley**

Email from surgery regarding boundary fence, see item 6(a)

- 4) Acceptance of minutes from meeting of 14<sup>th</sup> July 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, will either provide a briefing or attend the next Trust meeting

May Ball damage has now been repaired.

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)

Grounds Maintenance: Trustees reviewed further quotes from Bawden and Sports Maintenance Services alongside the quote discussed during the July 14<sup>th</sup> meeting from Handy All-Rounder. Darryl Parsons proposed acceptance of the latter quote on the grounds of lower costs and the benefit of using a local contractor with local knowledge and a degree of ownership. Seconded by Maggie Davis, all in favour.

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Action: Darryl Parsons to inform Handy All Rounder, requesting that they begin by marking the football pitch this week. Darryl to draw up contract for signature and agree payment terms ASAP.

b) Update on the re-seeding or turfing of the damaged area in front of the centre.

Maggie Davis reported that Abbey Turf were still willing to complete this work at the agreed price. Trustees agreed that should they not complete or give a firm date by mid-October, Handy All-Rounder would be approached to complete this long overdue work.

Action: Maggie Davis to progress with Abbey Turf or Handy All-Rounder as appropriate.

c) MUGA: Resolution of the MUGA booking process was confirmed. The shop are happy with the process. £114 in booking fees has been collected since refurbishment. Berny Higgins reported that he is still talking with a potential donor regarding the MUGA refurbishment.

d) Play area update:

It was agreed that a monthly safety check rota would be drawn up by the MUGA group and all Trustees will take turns. Berny Higgins will provide a check list which will be kept in Sid's Room and used when checks are carried out.

The chairman reported that the impact mat under the older children's swing possibly needed attention.

The activity trail is still damaged and a recommendation on replacement or removal is required as soon as possible. It was suggested that if a replacement was required, this could be funded by the Winter Ball proceeds and advertised during the event, with pictures of potential replacement etc.

The benches also need to be replaced, the MUGA group agreed to review the work carried out by John Herrett and make a recommendation at the next Trust meeting.

Action: All above to be actioned by MUGA working group and reported back at next meeting.

e) Correspondence from Surgery regarding boundary fence in disrepair.

The Trust discussed the request from the surgery regarding the boundary fence, both Chairman and Treasurer confirmed that the liability for repair of this boundary fence was the Trusts. The chairman confirmed that he had inspected the fence and it was in need of repair and renewal along the majority of its length. He also pointed out that the fences along the side of the car park by the Newt Pond and that next to the centre itself also required attention.

Action: Darryl Parson to seek quotes for renewal of fencing. Mike Hayday to respond to surgery acknowledging the Trust responsibility and informing them that work was in hand.

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- f) Light Bollard by front entrance: The chairman reported that Circuit Electrical, having re-concreted the bollard, have reported that the base of the bollard is cracked and the whole unit will eventually need replacement. Trustees discussed ways of protecting the bollards from future damage.

**Action: Bollard to be monitored and replaced when necessary, perhaps with a more substantial model. John Herrett to review how we might protect the bollards with a raised curb or other solution and recommend at next meeting.**

Rugby post installation.

**Action: Darryl Parsons to manage installation and inform Parish Council when complete.**

- 7) Car Park.

The Surgery have responded saying they wish to go for a low cost solution of re-grading the car park. They have not yet confirmed contractor details, dates, costs or any details of plans to communicate details of closure etc. to the Barns residents or the village generally. John Herrett is managing the issue with the surgery.

**Action: John Herrett to progress**

- 8) Centre Management and maintenance.

Trustees were asked to approve the recommendation from the Working Group that we acquire a free standing projector with a performance which allows use in both Cowesfield and the Main Hall together with accessories (Trolley Stand, Audio speaker system, screen capable of being mounted in both rooms and microphone) Total cost is estimated at circa £1600 with funding from Raymond Brown of £800 and £500 of grants from Wiltshire County Council and Whiteparish Parish Council of £250 each applied for. If grants are agreed in full total cost to the Trust would be £300. Without grants our contribution from reserves would be £800. Richard Burr reported that a booking has already been received from a hirer wishing to use a projector, with a block of 14 two hour hires. Trustees discussed where the item was to be securely installed. Finding room in Sid's room and building a specific cupboard in the small meeting/store room were all discussed.

Darryl Parsons proposed that the working group be empowered to source the equipment within four weeks and resolve the storage issue working with Sid Twine and reporting back at the next meeting. Berny Higgins seconded, all in favour.

The committee went on to discuss options for charging for hire of the projector and associated equipment. It was agreed that it was not equitable that hirers not using a projector paid the same fee as those using one. John Herrett proposed that we charge £5 per 4 hours or part thereof, making a half day hire £5 and a full day £10. Darryl Parsons seconded, all in favour.

**Action: Centre working Group to progress.**

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9) Events and fundraising

Winter Ball: Maggie Davis reported that all arrangements were well in hand, 73 tickets have been reserved at £30 each. The entrance fee will cover costs if 100 tickets are sold, profit contribution will come from the bar and raffle proceeds.

Next steps will include; deciding on the table plan and whether additional tables are required; confirming the menu with caterer; organising volunteer helpers; setting up advertising to sell remaining tickets and sourcing raffle prizes.

Richard Burr confirmed that tickets could be purchased using faster payments into the Trusts account and that a separate spreadsheet entry on the accounts would be used to track the Winter Ball.

**Actions: Maggie to contact Trustees for assistance as needed.**

100+ club party planning: Maggie Davis reported that an initial meeting with Sue King had identified the tasks required for planning and running the 100+ club party. It was agreed that invitation delivery and advertising, catering, and set up and clear up would be managed by the Breakaway Club. The Trustees will take the following actions.

**Actions: Richard Burr to provide list of 100 club members and addresses to Sue King ASAP to allow her to plan the delivery of invitations. John Herrett to manage the production of invitations using the address list and mail merge. Trust to provide raffle prizes. Mike Hayday to provide quiz. Maggie to organise the Bar and TEN.**

A further meeting to with Sue King is planned for 9<sup>th</sup> November.

Richard Digance 50<sup>th</sup> anniversary gig February 11<sup>th</sup> 2017: Berny reported that he has been in contact with Richard Digance who was now going to bring a supporting band, "The Broadside Boys"

A ticket price of £15 was agreed.

**Action: Berny Higgins to arrange advertising in Steeple and Street as well as other local newspapers and agree the seating arrangements with Richard Digance. Further activity to be discussed at the November Trust meeting**

10) 100+ Club:

We now have 228 members with the first three draws having been successful. Bank account details have made the prize delivery much easier. Next draw Wednesday 14<sup>th</sup> September at 8:00pm with Darryl Parsons, Richard Burr and Maggie Davis all planning to be present.

11) Finance Report:

Bookings are still above last year. There have been, and will be, large outgoings in the Autumn period, these include the refurbishment of the MUGA, Insurance renewal, Projector (Hopefully largely grant funded), Handy All-Rounder fees, Fence renewal, the

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Trust share of the car park renovation, and a Newt Survey required in 2017 under the terms of our planning consent. Despite these large outgoings, the Trusts working capital is still satisfactory and it is hoped that the planned fundraising events will be helpful both in funding play area replacement expenditure and replenishing working capital.

12) AOB

A Newt Survey is required as part of the management plan required by the County ecologist as part of our planning consent. The Trust need to identify a suitably certificated ecologist. The chairman reported that he has contacted Louisa Kilgallen the County ecologist to check what work needs to be done. She has provided some guidance and a link to a directory of members of the Chartered Institute of Ecologists. The chairman identified the nearest four who are qualified. Additionally Leo Randall has recommended an ecologist from Redlynch, Adam Lewins, of Kingfisher Ecology [info@kingfisherecology.co.uk](mailto:info@kingfisherecology.co.uk).

After a discussion, the Trustees agreed that we should put this in hand as soon as possible as we need the survey started by March 2017 in order to meet the planning condition. John Herrett agreed to progress this.

**Action: Mike Hayday to pass all correspondence to John Herrett. John Herrett to progress in getting formal quotes from ecologists.**

Maggie Davis reported that Marcus Reynolds had offered to run a fund raising Film Quiz for the Trust. Trustees agreed this was very helpful and they would support this. It was thought that sometime in March/April, after the three events planned in December and February were finished, might be better.

**Action: Maggie Davis to progress.**

Berny Higgins recommended to Trustees that the pitch needs marking for Saturday.

**Action: Darryl Parsons to coordinate with Berny so as to ensure the pitch is marked either by Handy All-Rounder or Trustees (Darryl, Berny, Mike)**

Meeting dates

The AGM timing was discussed. The Trusts accounts have to be finalised prior to the AGM. We need to find a new auditor and given the end of our financial year is November 30<sup>th</sup> and that it is a busy time for accountants, this may delay sign off of accounts. Accordingly it was agreed the AGM should be in late January.

The date will be put in Steeple and Street and a formal note sent to indoor user groups to see if any wish to put forward a Trustee. The current Trustees have all indicated that they will be prepared to continue, but we are allowed by our constitution one further trustee who we can co-opt.

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Action: Mike Hayday to send AGM, and other meeting, dates to Steeple and Street and to write to all indoor users asking for nominations for Trustees. Darryl Parsons to seek volunteer auditors and recommend at next meeting

Chairman for next meeting

Darryl Parsons volunteered to chair the 17<sup>th</sup> October meeting with Richard Burr taking the minutes

13) Future meeting dates

Monday 17<sup>th</sup> October 2016 7:30 p.m. in the Cowesfield Room

Monday 14<sup>th</sup> November 2016 7:30 p.m. in the Cowesfield Room

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

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

Thursday 9<sup>th</sup> March 2017 7:30 p.m. in the Cowesfield Room