

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

**MINUTES OF TRUSTEE MANAGEMENT MEETING HELD ON**

**5<sup>th</sup> September 2017**

- 1) Welcome and apologies for absence.  
Apologies received from Maggie Davis. One member of the public present.
- 2) Declarations of interest: No declarations of interest received.
- 3) Public question time and correspondence received.

Sarah Skeates presented her paper requesting the Trusts support for a new Skateboard, BMX and scooter ramp replacing the current Skateboard ramp on the part of the Memorial Ground owned by the Parish Council. This was discussed as item 6 below.

A quote from Moran floors to lacquer the Junkers flooring in the main hall had been received. Discussed under item 9 b) i).

An email was received from the resident of Church Barn, Mrs J Bell, expressing concern about the car park. Mrs Skeates added her concerns. Mrs Bell has been advised to share her concerns with the Surgery. The chairman reiterated the points made in reply to Mrs Bell, The Surgery, having selected the contractor and the materials used, a decision taken with full consideration of the use of the car park and the budgets available, are leading on managing joint discussions with the contractor regarding issues with the surface. 25% of the payment for the works has been withheld pending a resolution of the issues. We anticipate a full review and some further work in September. Very few complaints have been received by both Surgery and Trust. The car park will inevitably require further resurfacing in years to come and the Trust and Surgery would welcome the expert opinion offered after this year's resurfacing prior to any new works.

**Action: John Herrett to liaise with Patricia Crates at the surgery regarding an early meeting with the contractor.**

A request from the PCC to use the car park at Surgery end is discussed as item 7 below.

- 4) The Minutes of the meeting of 6th July 2017 were proposed for acceptance by John Herrett, seconded by Richard Burr and duly accepted and signed by the chairman.
- 5) Matters arising not on the agenda. None.
- 6) Discussion on replacement of skateboard ramp.

The chairman thanked Mrs Skeates for her very comprehensive report and notes. Trustees discussed the proposal and made the following comments.

The proposed development is on land owned by the Parish Council and would be in practice owned by the Parish Council, we would therefore expect that any maintenance including litter and security issues would not be the responsibility of the Trust. Concern was expressed that the proposed site would impinge on the football pitch, a 30m gap

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

would be required to cater for both safety and the annual moving of the pitch to conserve the surface. The issue of access was also discussed. Whilst in principle the Trust would be prepared to grant access to the builders constructing the facility, it was agreed that any permanent track was not possible given the layout of the cricket and football pitches. A temporary track may be possible in September after the cricket season and whilst the ground was still firm. Such a solution would also need to be assessed for safety both for the general public using the ground and more particularly for footballers. Access through the car park would also need the cooperation of the Surgery. It is likely that the surgery would require that any damage to the car park caused by heavy concrete Lorries and other site traffic be made good, the Trust would have similar issues with the top of the car park and the Memorial Ground itself. Given these issues the Trust recommended that consideration be given to access via the entrance between Haybern and Little Sutton across land to the North of the Memorial Ground or directly into the Skateboard area via Blaxwell Farm track. Both would require a financial agreement with the owners of the land and the track but would be convenient and probably not much more expensive in the longer term. The lack of toilet and other facilities was also a potential issue given that the new facilities would hopefully attract greater use than the existing ramp. With regard to the points made on funding, Trustees did not feel that the use of the Trust as a funding vehicle to help get grants was likely to be beneficial. The Trust would not be the owner of the facility, this would be the Parish Council, and in addition the Trust may not be able to get grants as easily as a separate organisation or the Parish Council.

A brief discussion ensued on the possibility of replacing the currently underused MUGA with the proposed skateboard replacement. This would remove many issues on access and security. However Trustees felt that this would negate all the investment in the MUGA and probably be too close to nearby properties to get enough support in the village.

Mike Hayday proposed that the Trust agree in principle to support the project subject to satisfactory solution of access, proximity to the football pitch and lack of facilities issues. Seconded by Berny Higgins- Majority in favour.

**Action: Mike Hayday, Richard Burr and John Herrett to pass on Trustees views at Parish Council meeting on 7<sup>th</sup> September.**

- 7) Response to surgery request. Trustees agreed to request.

**Action: Mike Hayday to write to surgery.**

- 8) Response to PCC request. Trustees agreed to request.

**Action: Mike Hayday to write to PCC.**

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

9) Working Party Reports.

a) 100+ Club rules update: Trustees agreed to accept rules amendments, having received no adverse comments as a result of the notice posted in Steeple & Street. Proposed by Richard Burr, Seconded by John Herrett – all in favour.

b) Centre Management and maintenance.

i) Booking an overall additional clean and main hall floor lacquering update.

The Chairman thanked Mrs Skeates for her cleaning of the kitchen. John Herrett will organise a clean of the other areas with local cleaners for September/October. The quote from Moran & Sons, £960 plus VAT which required the Main Hall being closed for four days, was discussed.

Mike Hayday proposed that we engage Moran to carry out the clean and laisse with Mr Twine on suitable dates. Seconded by Darryl Parsons- all in favour.

**Action: Berny Higgins to contact Sid and Moran & Sons re dates. Mike Hayday to send all details to Berny.**

ii) Update on assistance rail to enhance disabled access.

Mike Hayday reported that we had not been successful in finding enough builders to quote. One quotation has been received, which does not conform to our specification. This was for £1872. A further quote was awaited. All local builders contacted were not able to quote, mainly due to being fully booked. After a discussion it was agreed that we could not pursue this issue without further quotes and Trustees were also conscious that we had improved the driveway to enable less able users to access the building by being driven through the gates. Given that we have had no further requests for a handrail and that we have a number of projects requiring funding, Mike Hayday proposed that we continue to seek builders and that we present the costs to the AGM in January for a final resolution. John Herrett in agreeing suggested that the AGM agenda be published in December S&S to encourage interested parties to attend. Berny Higgins seconded – majority in favour.

**Action: Mike Hayday to continue to pursue quotations.**

iii) Kitchen refurbishment:

Maggie Davis had sent preliminary quotations indicating costs of £1,000 for a powerful instant hot water system and £1,300 for a commercial dishwasher. The latter would require the loss of one store cupboard and both would need a plumber to make alterations to existing pipework. In discussion Trustees were more

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

supportive of a Dishwasher. It was felt total costs of £2,500 were possible and could be afforded.

Mike Hayday proposed that we empower Maggie Davis to get a more detailed set of quotes, including full installation costs, to enable us to put in front of the village at the AGM. Seconded by Richard Burr- all in favour.

**Action: Maggie Davis to get written quotes inclusive of installation costs**

iv) Newt Survey update:

Survey complete, no feedback as yet from County Ecologist. Our local ecologist has volunteered to be on hand to provide advice free of charge when Handy All Rounder trim the vegetation. Next survey due in 2020.

**Action: John Herrett to provide copy of final report for the file to Julia Hayday. John Herrett and Darryl Parsons to coordinate trimming with ecologist and Handy All Rounder.**

c) Grounds

i) MUGA –update: Darryl Parsons passed £67.50 to the Treasurer. He advised that the MUGA had seen more junior use since the price changes. A local tennis coach is interested in using the facility which would be most welcome. Maggie Davis will be providing a new diary to the shop. After a discussion on whether we needed a facility within the MUGA to store the tennis nets, Trustees agreed to monitor the issue but no action required immediately. Richard Burr advised that the MUGA was not listed in the directory at the back of the S&S.

**Action: Berny Higgins to discuss listing in S&S with Jane Legat.**

ii) Football request for outside waste bin: Trustees agreed this was a good idea. Whilst the cricket team cleared up it was felt that a bin would encourage other users such as the football team to tidy up. Disposal of rubbish placed in the bin was an issue. Trustees agreed to ask if Chris Moores would consider emptying the bin as part of his clear up. A bin will also need to be fixed in place to avoid vandalism and theft. Berny Higgins proposed that we purchase the bin regardless of discussion with Chris before purchasing a bin as we had agreed its need, seconded by Darryl Parsons. All in Favour

**Action: Richard Burr to discuss with Chris Moores. Mike Hayday to copy Earth Anchors (Bin Suppliers) details to Berny who will source prices/options and share with trustees.**

iii) Painting of multi-play unit.

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

The stain is upstairs and Trustees agreed to get a working party up to carry out the work (Wash down with bleach (algae killing) and coat with 2 coats stain) on 23<sup>rd</sup> – 24<sup>th</sup> September. If we are unable to finish we will ask Handy All Rounder to carry out the work. Berny Higgins to coordinate. Trustees available as follows 23<sup>rd</sup> (Berny (am only), John, Darryl) 24<sup>th</sup> (Berny, Mike, John) Maggie to confirm if she can help as well.

iv) Cricket. Issue re balls into neighbouring land and fee for 2018-2019.

Darryl Parsons reported that the issue with Mrs Scaife was not a regular issue and after discussion it was agreed that the cost of a temporary net (up to £1,800) was too expensive in relation to the issue. Fee for 2018-2019 was discussed. Trustees agreed that, whilst the funding gap between hire fees and field costs remained large, almost £1,000 ytd, it was desirable to maintain Whiteparish Cricket Club fees at as low an annual cost as possible. Therefore whilst costs of material alone has increased by 25%, it was felt a 10% rise in fees to £1,650 was reasonable.

John Herrett proposed that Darryl Parsons present the increase to the cricket club, Richard Burr seconded, all in favour.

**Action: Darryl Parsons to prepare Hire agreement and agree with WCC.**

10) Winter Ball and 100 club party: Maggie Davis confirmed that winter ball band and catering is booked and that Maddie Cooper would be happy to entertain at the 100 club party if asked. Trustees agreed that she had been very good at the 2016 party and it would be great to have her back. Mike Hayday reported that only three groups have responded to the request to help run the 100+ club party. The History Club and cricket club have offered to deliver invitations. It was agreed to accept the History Clubs offer. The Youth Group will discuss at their AGM. Trustees agreed to confirm food arrangements at the October meeting but it was likely that the best solution would be to ask members to contribute, coordinate food offered and supplement with sourcing from a caterer. A member of Breakaway has offered the use of a Costco card. Costco do a range of prepared food and Trustees will be able to manage this on the day along with the bar.

**Action. Maggie Davis to confirm Maddie Cooper. Both items to be on the agenda in October. John Herrett to develop and print invitations/emails for 100 club party**

11) Finance update to include confirmation of roll over of United Trust investment.

Mike Hayday proposed that the Trustees formally approve the rollover of the United Trust investment. Darryl Parsons seconded – all in favour.

Richard Burr presented a snapshot of the cash account year to date. Booking continues to run ahead of last year but he noted that we have lost some regular daytime class bookings

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

(Pilates and Yoga). Parties were by far the top contributor. Some concern was expressed at the potential loss of the Youth Group, both for its impact on the village and our loss of hire fees. It was agreed to monitor the situation closely and see if the Trust can assist in any way. Richard Burr explained that hire revenue slightly exceeds running costs, mainly due to centre hire fees. All other services were in effect subsidised by the centre hire fees, event and 100 club income and interest received. Future liabilities this year include £2,500 remaining car park refurbishment costs, £270 for 100 + club prizes and £1,152 for the main hall floor lacquering. Even taking these in to account, year-end projected working capital still looks healthy despite major expenditure on the car park and play area.

12) Cover for Sid and Hazel 17<sup>th</sup> September to 25<sup>th</sup> September and 27<sup>th</sup> December to 8<sup>th</sup> January. Trustees agreed cover for Sid and Hazel in September and noted the dates of their holiday in December/January.

13) AOB

Mike Hayday reported a recent call from a young lady asking for a young person's discount for room hire. This had already been extensively discussed with Hazel Twine who had applied the Trusts policy of a single non discounted hire fee. The Trustees agreed to maintain the policy.

John Herrett had recently visited a village where an annual whole village event had raised thousands of pounds. This would complement the village fete and hopefully both raise funds and encourage village participation. Trustees agreed to canvas villagers for ideas.

**Acton: John Herrett to draw up an explanation of the aims of the proposed event, inviting villagers to send in ideas for a stand out event. After agreement by Trustees, this is to be placed in S&S.**

Future meeting dates

Thursday 26<sup>th</sup> October at 7:30 pm in the Main Hall

Thursday 23<sup>rd</sup> November at 7:30 pm in the Main Hall

Thursday 4<sup>th</sup> January 2018 at 7:30 pm in the Cowesfield (CLOSED PRE AGM MEETING)

AGM Saturday 20<sup>th</sup> January 2018 10:30 am Cowesfield Room

Thursday 8<sup>th</sup> March 2018 at 7:30 pm in the Cowesfield Room

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

Appendix 1

<b>Financial Update at 31 August 2017</b>					
<u>Income</u>			<u>22/05/2017</u>	<u>31/08/2017</u>	<u>2016 Accounts</u>
Hire fees			£ 10,075	£ 13,582	£ 15,162
Pitch Hire			£ 1,265	£ 3,120	£ 2,900
MUGA			£ 45	£ 75	£ 297
Rent			£ -		£ 50
Bank Interest			£ 4,081	£ 5,023	£ 3,478
100+ Club			-£ 158	£ 2,781	£ 5,329
Winter Ball			£ 9	£ 9	£ 1,857
Richard Digance			£ 354	£ 354	
Nesting Play				£ 280	
BBC bar				£ 89	
Donations			£ -	£ -	£ 1,225
<b>Total Income</b>			£ 15,671	£ 25,313	£ 30,298
<u>Costs</u>					
Equipment/Major Repairs			£ 11,300	£ 16,872	£ 10,702
Field			£ 2,371	£ 4,063	£ 2,224
Utilities			£ 2,880	£ 3,527	£ 5,052
Insurance			£ -		£ 2,663
Rubbish			£ 100	£ 200	£ 200
Cleaning			£ 1,205	£ 1,769	£ 2,424
Admin			£ 304	£ 501	£ 535
Servicing/Maintenance			£ 1,069	£ 1,225	£ 809
General Expenses			£ 802	£ 969	£ 495
<b>Total Costs</b>			£ 20,031	£ 29,126	£ 25,104
<b>Profit/Loss</b>			-£ 4,360	-£ 3,813	£ 5,194
Bank balance			£ 34,314	£ 34,861	£ 38,674