

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

MINUTES OF TRUSTEE MANAGEMENT MEETING HELD ON

6th July 2017

- 1) Welcome and apologies for absence.
Apologies received from Darryl Parsons. No members of the public present.
- 2) Declarations of interest: Maggie Davis declared a potential interest in carrying out works associated with the installation of a handrail outside the Centre.
- 3) Public question time and correspondence received.

The Surgery has officially informed the Trust on recent changes in Partners as required by the terms of the Surgery Lease. This has been filed by the secretary.

The PCC has contacted the Surgery and the Trust regarding damage to the church wall caused during car park resurfacing. The Trust and Surgery raised this with the contractor and remedial work has been carried out by the contractor. See item 7 (b)

Formal permission to carry out tree works on three cherry trees in the children's play area as recommended by the installer. This allows us to raise the crowns to a height of 2.5m, removing low hanging branches. We also received a letter from Bawden offering to quote. Maggie Davis volunteered to remove the branches to save the Trust the expense of using a contractor. Trustees accepted her kind offer.
- 4) The Minutes of the meeting of 23rd May 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. The Chairman reported that he had not yet written to users asking if any group wished to coordinate and provide food for the 100+ club party as challenged at the AGM. It was agreed that an email will be sent to the following groups. Garden Club; WI, Bowls; History Group; Youth Group; Art Group; Cricket. This matter will be discussed again at the September meeting.

Action: Mike Hayday to write to groups after confirming email addresses with Hazel.
- 6) Youth Group Basketball proposal.
Berny Higgins reported that no progress has been made by the Youth Group. It was possible that a refurbishment of the Skateboard area would provide a better basketball shooting facility. This item is now closed.
- 7) Working Party Reports.
 - a) 100+ Club
 - i) Richard Burr reported that there are 51 outstanding unpaid renewal numbers. 17 are standing orders which are anticipated to go through during July. John Herrett has printed further reminders for the balance and Trustees will deliver these over the weekend with non-village addresses being posted or emailed as appropriate.

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Currently we have 180 fully paid tickets which compares with 228 last year. We therefore need 48 of the outstanding subscriptions to be paid to achieve the 2016 membership total.

Action: All Trustees

- b) Car Park: Mike Hayday and John Herrett reported on progress so far. The Trust have agreed to pay 75% of the invoice and retain 25% pending the contractor resolving outstanding soft areas on the car park in September. The damage to the church wall has been resolved.
- c) Centre Management and maintenance.
 - i) Booking a deep clean: After discussion with Sid Twine it was agreed that we will look at some additional cleaning by local cleaners in September. Junkers flooring company have not responded as yet to enquiries about cleaning the Main Hall flooring. Window cleaning quotes for the Main Hall are still outstanding.

Action: John Herrett to review local cleaners for September in liaison with Sid Twine. Mike Hayday to continue to chase Junkers floor installer. Maggie Davis and Mike Hayday to liaise on getting quotes for windows.

- ii) Update on assistance rail to enhance disabled access. We still are unable to get any local builders to give estimates. The Wilts CC contractor has been contacted with no response as yet. We need to push on with this to resolve by September.

Action: John Herrett to produce drawings to enable quote from Handy All Rounder and for us to use with other potential contractors as well as handrail suppliers. Maggie Davis to consider if she and Dean can provide a quote. Mike Hayday to try check a trade for other less local builders as well as chase the WCC contractor.

- iii) Kitchen refit: Trustees discussed user group responses regarding kitchen updates. Only one user group showed any interest in having greatly updated cooking and warming facilities. One user group expressed support for a dishwasher. Other user groups expressed broad satisfaction with current facilities. We are not aware of missing more than one potential booking due to inadequate facilities. There were no volunteers from amongst the user groups to participate in a working party. After a discussion, Trustees agreed that it would be beneficial to consider a commercial dishwasher and a commercial Quooker type instant hot water system to replace kettles and urns. Once costs are established this project can be assessed along with the provision of a handrail as it might not be possible to fund both items whilst maintaining adequate reserves.

Action: Maggie Davis volunteered to research costs of both items together with associated installation and hardware (Water Softeners etc.) for consideration in September

- iv) Newt Survey update: Trustees discussed the Newt Survey Draft report. Amendments were agreed and John Herrett to action with the Ecologist and send report to County. It was agreed that despite suggestions in the report that a

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new management plan was needed, possibly in conjunction with neighbouring Church Barn, the current management plan is adequate. Trustees agreed that we need to follow the requirements for regular re-coppicing and that we would ask the ecologist for advice on the correct technique.

Action: John Herrett to arrange amendments with Ecologist and send report to WCC ecology department

Trustees discussed the suggestion in the report that the local school and the Parish Council be enlisted to help manage and protect the newt pond.

Richard Burr proposed that we approach the PC, Bernie Higgins seconded all in favour.

Action: John Herrett to raise as part of MT report to Parish Council at 27th July Parish Council Meeting.

d) Grounds

i) Update on playground refurbishment: Partially complete, installer expecting parts required for spinner to be supplied next week. Delivery of stain needs chasing.

Action: Mike Hayday to progress Once the work is completed we will need a volunteer working party to treat and stain the refurbished multi-play unit. Mike Hayday to confirm availability of stain and a date to be agreed via email.

ii) MUGA – booking update and provision of new padlock and keys: Complete. New MUGA padlock key required for Handy All Rounder. New advert to be written for S&S

Action: Richard Burr to have copy key cut for HAR. Maggie Davis and Grounds team to agree notice for S&S as soon as possible for inclusion in August issue.

iii) Confirmation of football fee 2017-2018.

ARFC have confirmed that they expect to have at least one, possibly two Saturday teams playing from the beginning of September, and possibly a Sunday team. Mike Hayday has confirmed to them that the pitch is available but that they need to confirm dates and times ASAP. Berny Higgins reported that a preliminary email had been received from Salisbury Youth teams but no dates or confirmation as yet. During a discussion on fees, during which the pressure on Sid of dirty changing rooms was highlighted, and the merits of a 10% increase to £55 vs a 20% £60 fee to help fund cleaning was discussed. As local alternatives were free of charge (Salisbury) and in the £55-£62 range (Romsey) some Trustees felt that too large an increase would dissuade teams from using the pitch.

Increased fees of £55 for adults and £35 for under 18s were proposed by Mike Hayday and seconded by Berny Higgins. Majority in favour, motion passed.

Trustees agreed that when the agreement is sent to ARFC they are reminded that changing rooms have to be left in a clean condition and they need to clear up post-

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match or we will levy additional charges and may need to increase hire charges to cover additional cleaning costs

Action. Richard Burr to send Hire Agreement and invoice to ARFC. Berny Higgins to progress with SCFC.

8) Update on BBC "Any Questions" :

The BBC manager who visited the Centre was very satisfied with the facilities. The BBC have a soundproofing rubber carpet which can be used removing the need to have any further carpeting.

Tickets have been taken up by all political parties except UKIP. 85 villagers have applied for tickets and 20 non village applications have been received. 15 will be allocated to Trustees and the Parish Council.

Action: Berny Higgins to liaise with Stuart McWilliam on balloting. Berny Higgins to write to Parish Clerk regarding their allocation. Berny Higgins to manage the overall event with Stuart seeking assistance as required.

9) Watermill Newbury play "Nesting"

John Herrett reported that all arrangements were proceeding with 47 tickets sold so far. Trustees agreed to push amongst their friends and acquaintances.

Tasks on the night. Door/Ticket collection Mike Hayday Programme Sales Berny Higgins Bar: Logistics Maggie Davis and John Herrett. Bar manned by Eric Moore with Trustees pitching in at the interval.

10) Finance update.

No significant changes since the half year report. Bookings are holding up vs last year. Music Bugs have cancelled with the franchise up for sale, we may lose this booking.

11) AOB.

John Herrett reported that some groups are hoarding the centre supply of mugs by locking them in their store cupboards. The main culprits are the cricket club.

Action: John Herrett to write to Cricket Club and other users reminding them that the mugs are for all centre users and not to be put into group store cupboards.

12) Future meeting dates

Tuesday 5th September at 7:30 pm in the Cowesfield Room

Thursday 26th October at 7:30 pm in the Main Hall

Thursday 23rd November at 7:30 pm in the Main Hall

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

AGM Saturday 20th January 2018 10:30 am Cowesfield Room

Thursday 8th March 2018 at 7:30 pm in the Cowesfield Room