

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

MINUTES OF TRUSTEE MANAGEMENT MEETING HELD ON

8th March 2018

- 1) Welcome and apologies for absence.
Apologies received from Julia Hayday, Richard Burr apologised as he needed to leave the meeting early.
No members of the public present.
- 2) Declarations of interest: Darryl Parsons declared an interest in the proposed fence replacement along Romsey Road as a relative will be quoting for the work. John Herrett declared an interest in item 11 as he runs the cinema club who are potential alcohol licence users
- 3) Public question time and correspondence received.
 - a) Request from Fete Committee for confirmation of liability for damage to the Memorial Centre when left open at the Hog Roast. Trustees agreed that this hire was no different to other Hires. However it was agreed that the Fee Committee would be advised that if the Centre is damaged whilst left unattended it will not be covered on the Centre insurance. In the unlikely event of damage being caused and not covered on insurance, the Trust would seek restitution from the Fete Committee.

Action: Mike Hayday to develop response to John Dunlop, circulating to Trustees for approval.
 - b) Solicitors request from Surgery: returned transfer of premises form to be scanned and filed in the upstairs store.

Action: Mike Hayday.
 - c) Request received for offsite hire of stage, tables and chairs; see item 8.
 - d) Request received for Hire of cricket pitch 5th July Trustees agreed to charge normal £60 pitch fee as listed on the village web site.
- 4) The Minutes of the meeting of 20th January were proposed for acceptance by John Herrett, seconded by Berny Higgins and duly accepted and signed by the chair.
- 5) Matters arising not on the agenda. None. John Herrett proposed a vote of thanks to the secretary, Julia Hayday, for her diligence and patience in recording the minutes of the Trusts meetings. Berny Higgins seconded, all in favour.
- 6) Finance update including Amazon Smile initiative: Richard Burr presented the accounts for the three months to 28th February. He reported that the first three months hires were similar to last year, being 29% of last year's total. Cash reserves are healthy at £38,186. Trustees discussed medium term liabilities including those planned; Kitchen refurbishment, repair of the Romsey Road fence and improvements to ambient lighting;

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as well as potential outlay; further car park renewal and installation of a Magnaclean device to the heating circuit. It was agreed that the current cash reserves are probably sufficient to manage these outlays.

Richard Burr went on to outline the Amazon Smile charity donation initiative. Amazon Smile customers are able to have Amazon donate 0.5% of the pre VAT value of their purchases. Each quarter, Amazon makes these donations to eligible charitable organisations by electronic funds transfer. Donations are transferred within 28 days after the end of the following calendar quarter. Trustees reported that they had been able to sign on and register the Trust as their chosen beneficiary. It was agreed that villagers would be invited to select the Trust as their chosen Amazon Smile beneficiary via an advertorial in the Steeple & Street. Berny Higgins volunteered to prepare an article and circulate to Trustees.

Action: Berny Higgins to draft article in time for inclusion in S&S May edition (review at April 17th meeting)

- 7) Future meeting dates. The following meeting dates were agreed.

Tuesday 17th April 2018 at 7:30 pm in the Cowesfield Room

Pre EGM closed preparation meeting Thursday 10th May at 7:30 pm in the Cowesfield Room

Extraordinary General Meeting Saturday 9th June at 10:30 am in the Cowesfield Room

Thursday 19th July at 7:30 pm in the Cowesfield Room

Thursday 6th September at 7:30 pm in the Main Hall

Thursday 25th October at 7:30 in the Main Hall

Winter Ball dates 1st December 2018

100 Club TBD 8th or 15th December 2018

- 8) Confirmation of extension of no hire or loan policy to offsite hire of furniture and staging. Trustees agreed that the existing written policy was too vague and should be redrafted as part of a more complete Booking guide for Hazel Twine and any Trustees who deputise for her from time to time.
- 9) Update on replacement of skateboard ramp. Mike Hayday updated Trustees on progress on behalf of the Parish Council.
- 10) Whiteparish Event – Trustees reviewed the ideas presented by the public at the post AGM meeting. After some discussion it was agreed that the timing and effort required to mount a headline event were such that it would be wise to aim for a September/October 2019 launch. John Herrett agreed to research local events to

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identify a potential gap in local provision. Trustees will decide on a general theme in the light of John's findings.

Action: John Herrett to research, seeking assistance from other Trustees as needed, for report back at the April 17th meeting

11) Working Party Reports.

a) Centre Management and maintenance.

- i) Kitchen refurbishment update: Maggie Davis presented the results of an onsite meeting with local tradesmen who have agreed to help the Trust with this project. They recommended that in order to reduce both costs and disruption it would be appropriate to site a self-dosing dishwasher next to the cooker. This will allow the main electric controls and the dosing to be placed in Sid's cupboard which backs onto this position. Plumbing and the electrical supply are also located in the cupboard. The tradesmen also questioned the benefit of a Quooker type under sink water heater. These are aesthetically pleasing but in a commercial setting offer no advantage over a wall mounted zip type heater which will have the same performance at a much lower cost. Trustees agreed with these suggestions and Maggie will move forward with the hope of completing this project by June on or under the agreed £5,000 budget.

Action: Maggie Davis to pursue to completion.

- ii) Licencing – extending the licencing of alcohol to permit additional events by making an application for a premises licence: John Herrett presented the case for a premises licence with Trustees collectively acting as the licence holder. This can be achieved at a cost of £180 - £190 a year. This would remove the restriction of 15 TENs a year and allow the Trust to recover licence costs and offer hirers a saving on the TEN fee of £21. Trustees agreed that this was appropriate. Trustees decided to request the drinks licence to run to the same timings as our current event licence.

Action: John Herrett to further confirm with WCC and action variation of our premises licence, consulting Trustees as appropriate.

- iii) Licencing –Consider need for licence to cover playing of recorded music: Trustees discussed obtaining PPL and PRS music licences and agreed that if there was a similar level of saving as that for the drinks licence, this was worth considering. Otherwise we would maintain our current practice of making licencing the responsibility of the hirer (Section 10 of Standard Hire conditions). Trustees will also review if it is necessary for the Trust to obtain occasional event licences for our own events (Winter Ball and 100+ Club party)

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Action: John Herrett to further confirm with PRS and PPL and report back to Trustees with his recommendations.

- iv) Hall lighting improvements: John Herrett and Maggie Davis presented ideas for improved ambient lighting. This consisted of the provision of 18 down lighters as well as potentially a mounting bracket to allow users to install effects lighting as desired. See appendix 1. These proposals were not as yet costed but Trustees considered that they would enhance the usability of the main hall for parties and other functions and were worth pursuing to obtain more detail.

Action: John Herrett to obtain further detail including estimated costs.

- v) Installation of a Magnaclean device to the plumbing system: Three plumbing companies have been approached with current estimates (two received) varying from £985 to £788 (ex VAT). Trustees agreed this was expensive and it was decided to obtain one more quotation and consider if a water softener was also needed to protect the heating circuit.

Action: Maggie Davis to obtain further quotation.

b) Grounds

- i) MUGA –update: Darryl Parsons reported that the work to repair the MUGA gates and remove the broken Air Skier has been completed. Repairs are still required to the right hand tennis posts and nets. The agreed article in the Steeple and Street, see minutes of 20th January, is still outstanding.

Action: John Herrett to examine the broken socket cover. Berny Higgins to pursue cost to replace tennis posts and nets. Berny Higgins to complete article for S&S for inclusion in April edition (copy date 21st March)

- ii) Repair of fencing along Romsey Road: Initial fencing repair cost estimates for the Romsey Road boundary and around the children’s play area are £2,500. Further quotations are being sought.

Action: Darryl Parsons to pursue quotations and recommend contractor to Trustees for approval.

- iii) Pond coppicing update: Work completed.
- iv) Mole removal update: In hand, Trustees to monitor informing Maggie Davis if problem worsens.
- v) Playground inspection update: Inspection expected in March. Cost to be shared with Parish Council as last year.

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12) Car Park update; Mike Hayday and Maggie Davis updated the Trustees on the latest meeting with contractor and surgery. The contractor will return to make good the potholes in the surface in the car park. This is expected to be in late April/May. We will make a point of chasing them to ensure that this is not forgotten. The following points were made to the surgery.

In the long term it seems clear that we will continue to have recurring problems, particularly in the "manoeuvring area" down the centre of the car park at the surgery end. Due to the amount of traffic using this part of the car park, a harder tarmac type solution seems to be the most practical. This was originally proposed back in March 2016 with contractors quoting costs of between £12,745 and £23,600, for a 4 to 7 metre strip from the gateway to the entrance to the Memorial Ground. The cost will now be higher but it gives us a basis for consideration. This would reduce maintenance and help retain the rural nature of the car park. There would still be the need to maintain the non-tarmac surface, particularly where the rolled gravel meets the tarmac.

We could also consider leaving the surface as it is and purchasing and storing a quantity of similar basalt scalplings, using this to repair potholes as required. This would require the hiring of a Wacker Plate (£30 to £60 per day) and paying a small company, such as that which maintains the Memorial Ground for the Trust, to complete repairs. This would of course be much cheaper.

The resurfacing of the whole of the car park in Tarmac would be the most expensive solution but would raise other issues around drainage, environmental impact and planning, but would be durable, safer and remove the complaints about mud and potholes.

We await a response from the surgery.

Action: Situation to be monitored and contact maintained with the surgery.

13) AOB

Trustees discussed cover for Sid and Hazel's holiday on 14th to 23rd April and a list was circulated.

Action: Mike Hayday to confirm cover status to all Trustees ASAP.