

MINUTES OF TRUSTEE MANAGEMENT MEETING HELD ON

9TH MARCH 2019

1. Welcome and apologies for absence. Apologies from Maggie Davis (notes sent) and Ian O'Neill, managing caretaker (notes sent). No members of the public present

2. Declarations of interest.

Several Trustees declared interests. Julie Bell declared an interest in respect of the reduction of the height of a tree on Trust land. John Herrett declared an interest in the Watermill Theatre event (AOB). Maggie Davis declared an interest in the car park repairs

3. Public question time and correspondence received. Correspondence received from Fete Committee re obtaining our permission to have a small animal petting pen and ferret racing on the Memorial Ground during the fete – Trustees agreed subject to pets not including dogs, the area being completely clear of animal litter and other rubbish. Trustees requested that those managing admissions reinforced the ban of dogs on the Memorial Ground.

Correspondence from Pam Whitlock requesting that we consider purchasing a lightweight chair trolley to help less able hirers move 3-6 chairs a time. These cost £70 to £120.

Request from Bridge Hirer in Dec to use the Memorial Ground for parking. Richard Burr has responded to confirm our policy of two rows by the church wall only if the weather is appropriate.

4. Acceptance of Minutes from meeting of 10th January 2019.

Acceptance proposed by Berny Higgins, seconded by Darryl Parsons, all in favour, minutes duly accepted and signed.

5. Matters arising not on the agenda.

Repair of white poly tables. This is complete.

Trimming of Sycamore tree by the pond: Julie Bell reported that this was complete but that it was likely that the height of the tree would need to be reduced in the future. Trustees discussed and Berny Higgins proposed that the Trust agree to the reduction in height of the tree subject to it being left in good health. Seconded by Richard Burr, all in favour.

6. General maintenance

- a. Electrical: Light Bollard repair or replacement. Update on Electrical Circuit testing and emergency lighting testing.

Maggie Davis has reported no response Nick Smith re the fabrication of the "collars" as designed by John Herrett but has had no response. She advised that Kevin Edwards can get new bollards for £70 -£120 each depending on specification and would probably be prepared to fit them. Trustees debated going for higher cost more durable replacements but decided that in the interests of economy we should pursue the fabrication of bases to allow the reuse of the existing bollards, avoiding the need to dig out and replace concrete bases.

Action: Maggie Davis to continue to chase Nick Smith and John Herrett to obtain alternative fabrication quotes.

A short discussion followed regarding external lighting as a few hirers have commented on this, being unaware that external lighting in the car park was expressly forbidden in our planning application and of past discussions with the County ecologist who would only support minimal lighting. It was agreed to await the AGM and see if members of the public brought the issue up again.

- b. Automatic door servicing. Service carried out on 28th February.
c. Mole removal. Maggie Davis is dealing with the mole removal man.

Action: Maggie Davis to progress

- d. Quotes for blinds or curtains in the Cowesfield room update. Ongoing,

Darryl Parsons presented a quotation from Hilary Blinds who recommended vertical blinds. The fitted price was £403 Inc. VAT, a colour swatch was presented and Trustees agreed that both price and blind colour were acceptable. Trustees asked if the fabric presented was blackout quality. Darryl Parsons explained that he had another supplier booked and would also confirm if the price quoted by Hilary Blinds was for blackout blinds.

Mike Hayday proposed that the Trustees empowered Darryl to decide on the appropriate supplier with a fully fitted budget of £500. Seconded by John Herrett, all in favour.

Action: Darryl to book fitting of blinds ASAP.

Main Hall Floor has been cleaned and buffed. Slight damage noted to the floor by the emergency exit.

Trustees agreed that Ian had made a good job of the buffing and the floor looked better, his suggested maintenance schedule of a buffing every 6-8 weeks was accepted.

Action: John Herrett to glue strip by door.

- e. Update on cladding maintenance. Ongoing, John Herrett checking specifications
- f. Update on Car Park maintenance. Surgery happy with proposals. Dean and Maggie Davis are prepared to try a repair of the pot holes on a Sunday when there is no Church service or football to see what can be done. They would charge £200 + hire of whacker plate & materials. Maggie points out that one session may not be sufficient given that some of the holes are now very large. There is also a point of concern around the inspection cover half way up the car park. The surface seems to have broken down all the way around it. Darryl Parsons has asked HAR to quote as well.

Action: Trustees await HAR quote before deciding on appropriate next steps.

- g. High level clean update. All in hand Maggie Davis chasing contractor
- h. Broken fencing by car park and pond area and between MUGA and play area: Mike Hayday reported that the fencing by the MUGA has blown over in recent high winds and that the barbed wire fencing by the car park and around the pond had deteriorated badly during the winter. Darryl Parsons has requested quotes from HAR to remedy the fencing.

Action: Darryl Parsons to progress.

- i. Ian O'Neill has reported damage to the fire exit door handle in Cowesfield and two internal doors:

Action: John Herrett to examine doors and take appropriate action.

- 7. Finance update: Richard Burr reported that one hirer was unusually late with payment, it was agreed that this would be chased. The fete committee have not yet indicated their needs this year. On the assumption that they require the same facilities as last year John Herrett proposed a fee of £510 plus licence fee if required, seconded by Berny Higgins, all in favour.

Action: Richard Burr to write to fete committee with 2019 pricing to confirm their requirements.

8. Sports update: WCC have not yet contacted Mr & Mrs Scaife but this is in hand.

The football pitch, despite some adverse comment from one team is holding up well. It is likely that games will spill over into the cricket season. Trustee's discussed reseeding of the football goal mouth and any other bare patches. Darryl Parsons reported that HAR will not mow the football area as short as last year to allow for better growth. Hopefully this will allow the grass to recover better over the summer. The Trustees also discussed purchasing some posts and tapes to allow roping off of seeded areas over the summer. This will help seed take better.

Action: Darryl Parsons and Berny Higgins to discuss reseeding with HAR, Mike Hayday to discuss with PC.

Cricket Club memorial request: Darryl Parsons reported that the Cricket Club wished to remember a late long standing and highly respected club member, Ashley Hamblin, with a small plaque on the wall outside of the changing room.

Berny Higgins proposed that the Trust allow a tasteful plaque to be attached to the Memorial Centre. Seconded by Julie Bell, all in favour.

9. 2019 spending:

- a) Centre Decorating: Trustees reviewed the two quotations obtained by Maggie Davis and Julie Bell for the main entrance hall and Cowesfield room. After a short discussion, Trustees agreed we needed more detail on one quotation and also it was agreed to get a third quotation.

Action. Julie Bell to get a comparable quotation from Lyn Green. Maggie Davis and Darryl Parsons to seek more detail from David Reid regarding his quotation using the other quotation as basis for the detail needed.

- b) Cowesfield carpet: Ian O'Neill has used his domestic VAX cleaning system. Trustees agreed that whilst the carpet looks better, it remains rather stained in places. Ian has offered to try again, perhaps with stronger chemicals. Trustees discussed the merits of trying again as Ian suggested, getting a professional carpet cleaning company in or replacing the carpet. As the carpet is wearing well, it was resolved to try and clean again, if Ian was willing, as well as getting a professional opinion.

Action: Ian O'Neill to try a further VAX clean, Mike Hayday to contact a professional carpet cleaning company for advice.

- c) High level hall clean:

Action: Maggie Davis to continue to chase the quotation for a high level clean of the main hall to include light maintenance, internal and external velux cleaning and external gutter cleaning.

10. 100+ Club recruiting drive to increase membership.

Trustees discussed delivery of the recruiting leaflet developed by Richard Burr and approved by Trustees. It was agreed that John Herrett will print the appropriate number of leaflets, Mike Hayday to see if PC has a definitive number of households on file. Leaflets to be prepared for April management meeting along with a map assigning areas for each Trustee to deliver. Delivery targeted to be from 13th May and to be complete prior to the fete, Renewal letters to be delivered at the same time.

Trustees also discussed promoting the Amazon Smile donation facility. It was agreed that rather than adding to the leaflet drop, we should promote this in Steeple and Street, David Hawkers village web site as well as other village web sites.

Action: John Herrett to print leaflets and renewal letter. Richard Burr to provide renewal letter copy. Mike Hayday to seek household numbers from Parish Council.

Action: Berny Higgins and Richard Burr to liaise regarding Amazon Smile donation advertisement in S&S and sending details to David Hawker for the village web site. John Herrett to place advice on the Whiteparish buy and sell Facebook page.

11. Tithe Maps donated by Eric Chase. Trustees agreed to review these at the next meeting:

Action: Mike Hayday to get some estimates for framing costs and remember to bring maps for the next meeting.

12. Future meeting dates confirmation

Wednesday 24th April at 7:45pm in the Cowesfield Room (Replaces 11th April Meeting)

Thursday 23rd May 2019 at 7:30 pm in the Cowesfield Room CLOSED MEETING

AGM Saturday 8th June 2019 at 10:00 am in the Cowesfield Room

Thursday 8th August 2019 at 7:30 in the Cowesfield Room

13. AOB

John Herrett confirmed that he has arranged for the Watermill Theatre from Newbury to perform a new play, "Our Church", on Friday 12th July. He asked if the

Trust would consider supporting the event or if we preferred it to be run as a Parish Pictures production. After a discussion, Mike Hayday proposed that the Trust undertake to both support and underwrite the production and that Trustees would assist John Herrett, who would lead the event for the Trust. Berny Higgins seconded, all in favour.

Action: John Herrett to source publicity flyers from Watermill Theatre and place in S&S and other village notice boards.

Trustees discussed the request from Pam Whitlock and other groups that a smaller chair trolley be provided, preferably suitable for both types of chair. Trustees discussed this as well as potentially acquiring 36 hard back £12 economy fold up chairs with a bespoke chair trolley included (cost £890 Inc. VAT) Given that a trolley will cost between £70 and £120 and that only two groups have mentioned this as an issue, Trustees agreed to look into potential trolley types. Darryl Parsons pointed out that the type of trolley, essentially a sack truck type, proposed by Pam Whitlock would still require a user to bear the full weight of the chairs and he thought a flatbed trolley might be better. He agreed to investigate further.

Action: Darryl Parsons to review options and report back.

Access to heaters for Yoga class.

Ian O'Neill reported that Karen Lockwood had a problem in that her second class for Yoga needed additional top up heat and she has no access to the emergency heaters. John Herrett volunteered to deal with this issue as he is art class at the time the heaters are needed. Hopefully this issue will abate as the weather improves.

Julie Bell reported that children had been seen crossing the barbed wire fence and entering the pond area. She has warned the children and suggested that we consider a keep out warning sign. Trustees agreed to consider this once the fence has been repaired.