

MINUTES OF TRUSTEE MANAGEMENT MEETING HELD ON**10TH JANUARY 2018**

1. Welcome and apologies for absence. All Trustees in attendance plus Ian O'Neill, managing caretaker. No members of the public present
2. Declarations of interest.

Several Trustees declared interests as a result of correspondence received. Darryl Parsons declared an interest in correspondence received from Mr Scaife, as he is a member of Whiteparish Cricket Club. Julie Bell declared an interest in respect of her husband's request that he be permitted to reduce the size of a tree on Trust land. John Herrett declared an interest as he manages the Cinema Club.

3. Public question time and correspondence received.

Current received includes emails from Mr Ian Scaife circulated on 16th December and 9th January regarding cricket club trespass on his land. Email from Mr and Mrs Bell of Church Barn requesting leave to reduce the size of a tree on Trust land which is overlooking their property. An email from John Herrett on behalf of the cinema club requesting that we consider installing a hearing aid loop in the main hall.

Trustees discussed the correspondence with the following outcome.

Mr Scaife's emails: Trustees confirmed the substance of the Trust's initial response to Mr Scaife. This being that, whilst the Trust deplores any intrusion onto Mr and Mrs Scaife's land without permission and does not condone such action, particularly when accompanied by verbal abuse, we cannot be held accountable for the behaviour of organisations or individuals using the Memorial Ground which is a public recreation space. The Trust has contacted the sports users regarding this issue. The Cricket club response is one of surprise as they feel they have been complying with requests from Mr and Mrs Scaife in not crossing the fence to retrieve balls. Darryl Parsons agreed to both take this up formally on the trusts behalf at the cricket club AGM and try and arrange an early meeting between the cricket club and Mr Scaife to discuss the issue. Trustees have agreed in the past that the cricket club be allowed to erect a temporary net or fence to reduce the risk that balls enter adjoining land.

Mike Hayday suggested that the Trust responded to Mr Scaife, agreeing to comply with his request for copies of the sports hire agreements and to confirm that we will remind sports hirers that our neighbour's boundaries should be treated with respect at all times.

Julie Bell suggested that when contacting the footballers we also ask for them to take care when parking and using the car park.

Maggie Davis pointed out that we should expect all Hirers to treat our neighbours with respect and that other users (Bridge, Christmas Sale etc.) have caused parking issues in the past. She suggested we remind all hirers to park responsibly and drive carefully in the car park. John Herrett suggested that this is done as part of the hire confirmation rather than in the Hire Agreement where it might get lost. Trustees agreed

Maggie Davis proposed that the Trust respond as suggested and that we task Darryl Parsons with setting up a meeting between the cricket club and Mr Scaife. Seconded by Berny Higgins, all in favour.

Action: Mike Hayday to draft response and circulate for Trustee approval. Darryl Parsons to liaise with cricket club ASAP to arrange meeting. .Richard Burr to add a note on parking to the sign off on hire confirmation emails.

Request from Mr and Mrs Bell to reduce the size of a Sycamore Tree on Trust land which overhangs their property:

Trustees discussed the location of the tree and whether it was the subject of a TPO. It was confirmed that TPO 211 (1997) covered 1 single Oaks and a separate group pf 4 Oaks. The tree in question is a Sycamore and it was confirmed that he request was to cut back branches and reduce the height of the tree.

Maggie Davis proposed that Mr and Mrs Bell be allowed to cut back overhanging branches and reduce the height if required without removing or damaging the tree. Berny Higgins seconded, all in favour.

Action: Maggie Davis to review tree with Mr and Mrs Bell

Cinema Club request:

Trustees discussed the options and John Herrett, having carried out a technical review, believed there were other, less expensive, options open to the cinema club and he will review these further.

4. Acceptance of Minutes from meeting of 25th October 2018.

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

5. Matters arising not on the agenda.

Repair of white poly tables. This is ongoing, Maggie Davis suggested using cable ties as a quick and inexpensive solution and it was agreed that this would be applied.

Action: John Herrett to effect repairs.

Gate repair:

John Herrett and Darryl Parsons confirmed that a rope had been fixed to tie back the gate when opened. Trustees agreed that repairs to the catch were impractical and not required.

6. General maintenance

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

Drawings have been submitted to a local engineer who will advise on costs and practicality in the near future. The second bollard, having been made safe over Christmas by Kevin Edwards, has now fallen over and we will ask him to disconnect ASAP to avoid any potential tampering.

Circuit Testing has been completed with minor issues identified but the system has passed and we await the paperwork from Mr Edwards.

- b. Automatic door servicing. No response from PowerAdoor as yet.

Action: Julie Bell to chase them further.

- c. Mole removal. Further mole activity by the Skate Park.

Action: Maggie Davis to progress

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

Action: Darryl Parsons to progress.

- e. CCTV alarm update: Further issues with the alarm post-Christmas.

Action: Ian O'Neill to reset system, if the same alarm on camera input 2 repeats we will swap the inputs to determine if it's the camera or the VCR. Richard Burr to contact Wessex with the log details to ask for advice

- f. Cancellation of alarm service. Richard Burr proposed that we do not renew our service contract with Wessex for the intruder alarm system as we no longer set it regularly and this will save £350 pa. Call out service will still be available. Seconded by Darryl Parsons. All in favour.

Action: Richard Burr to cancel alarm service contract.

7. Finance update: Richard Burr reviewed end of November like for like year to date accounts for the Trustees. Income is similar to previous years as is regular expenditure. The mix of income has changed but total is broadly similar. A drop in

major project spending meant that we have a surplus of £3,600. Accounts attached as appendix 1.

Richard Burr pointed out that we need to find a new auditor. Darryl Parsons agreed to action this.

Action Darryl Parsons to identity new auditor.

8. Sports update: WCC have returned a signed Hire Agreement and all weekend fixtures are in the diary, Tuesday fixtures awaited. Football hires are holding up well with the pitch in reasonable condition.
9. 2019 maintenance spending: Trustees discussed major maintenance that might be required this year. Potential Centre items included, redecorating the Centre, cleaning or renewal of Cowesfield carpet, buffing the main hall floor, ambient lighting in the main hall. External items are the need for car park renewal. (We have suggested a minor works approach to fill in potholes with replacement material and hiring a whacker plate plus labour). Attention, if required, to external wood cladding and gutter and velux cleaning.

Trustees agreed to proceed with the following actions:

- a) **Centre Decorating: Maggie Davis and Julie Bell to review room priority and look at a staged approach to avoid the requirement to close the whole Centre for redecoration and allow us to consider small local decorators.**
- b) **Cowesfield carpet: Ian O'Neill volunteered to try a domestic VAX cleaning system out when the room is empty for a couple of days to see if it will be possible to remove the stains on the carpet. He will also determine if it's better to hire an industrial carpet cleaner. Should it prove impractical to clean the carpet, replacement will be considered to fit in with redecoration and blind installation as appropriate.**
- c) **Maggie Davis will arrange to have the cleaners buff the main hall floor at an appropriate point after the February wedding.**
- d) **John Herrett demonstrated ambient up lights to the Trustees. All liked the effect and a proposal will be considered at the next meeting.**
- e) **Mike Hayday will contact the practice manager at the surgery to discuss the purchase and storage of a grab bag of scalpings to use along with a hired Whacker Plate to affect repairs to potholes.**
- f) **John Herrett to check the architect's specification to determine the maintenance, if any, required for the cladding.**
- g) **Maggie Davis to revisit the quotation she sourced last year for a high level clean of the main hall to include light maintenance, internal and external velux cleaning and external gutter cleaning.**

h) John Herrett to look at making minor repairs to the loose window sill on the window opposite the kitchen door and the missing cladding by the front door.

10. Winter Ball update and 100+ Club party update. Full funding update has been published in S&S funds raised were over £3,000.
11. 100+ Club prize levels and recruiting drive to increase membership. Trustees discussed the falling membership of the 100+ Club as well as whether to change the prize structure to remove the £5 prizes and have fewer but larger prizes. Trustees agreed to mount a village door drop this Spring to attract new members, all Trustees volunteered to deliver leaflets. A number of amendments to the prize regimen were discussed. Trustees decided to wait until the results of recruiting, which will determine the size of the prize pot, were known before making any changes.

Action: Richard Burr to develop and circulate a leaflet.

12. January Wedding feedback. Good feedback so far from the wedding.

13. Future meeting dates confirmation

Saturday 9th March 2019 at 10:00 am in the Cowesfield Room

Thursday 11th April at 7:30 pm in the Cowesfield Room

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

14. AOB

Maggie Davis reported that she had been approached by a Hirer asking for a discount. She had refused as per our policy. Trustees supported her approach.

Ian O'Neill reported that the football key has not yet been returned from the Surgery. Richard Burr confirmed that this is in hand.

Berny Higgins pointed out that we have an incorrect date in the agenda, the closed meeting of 23rd May is on Thursday not Friday. The Secretary to change details in the minutes of this meeting.

Appendix 1

Whiteparish Memorial Trust				
Income & Expenditure Account				
For the period ending 30 November 2018				
	Year ending 30 November 2017 £		12 months ending 30 November 2018 £	% 100%
INCOME				
Bank Interest		5,022	3,844	77%
Ground Rent	50		50	100%
Hire of Ground & Pitches	4,055		4,480	110%
Centre Hire Fees	18,610		18,408	99%
Fete	200		470	235%
MUGA	370		267	72%
Total hire fees/rent		23,285	23,675	102%
100+ Club Profit	2,613		2,188	84%
Winter Ball Profit	2,520		2,657	105%
Richard Digance Profit	354		0	0%
Nesting Play Profit	280		0	0%
Key Deposits	0		1,200	
Donations	184		212	115%
Total Fundraising		5,951	6,257	105%
TOTAL INCOME		34,258	33,776	99%
EXPENDITURE				
Insurance	2,009		2,090	104%
Utilities	4,162		4,692	113%
Cricket square & field	5,051		4,696	93%
Cleaning and caretaking	2,351		3,014	128%
General expenses and repairs	981		2,940	300%
Administration	632		410	65%
Servicing & maintenance	1,225		1,913	156%
Rubbish	200		200	100%
		16,611	19,957	120%
Car Park repairs	10,387		1,016	10%
Kitchen improvements	0		5,413	
Fence Repairs	0		2,607	
Playground Equipment	7,159		0	0%
Other Equipment/major repairs	1,825		1,152	63%
Total Major Expenditure		19,371	10,189	53%
TOTAL EXPENDITURE		35,982	30,145	84%
SURPLUS/DEFICIT for the period		1,724	3,631	
RECONCILIATION OF CHARITABLE FUNDS				
Funds at 1 December 2016		208,674	Funds at 1 December 2017	206,950
Deficit for the Year		1,724	Surplus for the Period	3,631
Funds at 30 November 2017		206,950	Funds at 30 November 2018	210,581
REPRESENTED BY:				
		30-Nov-17		30-Nov-18
Bank Current Account		1,815		933
Bank Savings Account		2,950		3,425
Building Society Instant Access		32,185		16,223
Building Society 60 DN		0		20,000
Fixed Term Endowment Funds		170,000		170,000
TOTAL		206,950		210,581