

THE WHITEPARISH MEMORIAL CHARITABLE TRUST

Registered Charity Number 282528

MINUTES OF THE TRUSTEES MEETING HELD ON

THURSDAY 10th MARCH 2016

1. Welcome and apologies

All Trustees present – Mike (chair), Richard (treasurer), Berny, Darryl, John & Maggie.

Apologies from Julia Hayday, so minutes provided by Berny.

Two members of the public were present.

Mike welcomed new trustees Darryl Parsons and Maggie Davis to their first Trust meeting. Darryl formerly signed the Trustee Declaration List for the record.

2. Declarations of Interest

None.

3. Public Question Time

There were no questions.

4. Approval and Acceptance of Minutes of 23rd January 2016 Trust meeting

Minutes accepted and duly signed.

5. Matters arising and not on agenda

None.

6. Confirmation of actions taken as a result of public comment at the AGM and not covered on the agenda

- a. List of Trustees placed on Notice Board
- b. Spare key provided for Sid to use with trusted groups
- c. Hire agreements amended to include post code
- d. Formal note sent to all indoor users asking for nominations for a new Trustee by April
- e. A note requesting that the 100plus club coordinate Christmas Party dates with the Breakaway Club sent to Mr Ian O’Neil, chairman of 100plus club
- f. A poster advertising the Hall with bookings details has been placed on the main village notice board.

7. Correspondence Received

- a. *Request to place article in Steeple and Street asking that dog owners respect the prohibition of dogs on the Memorial Ground.*

THE WHITEPARISH MEMORIAL CHARITABLE TRUST

Registered Charity Number 282528

Mike has sent the article for S&S and trustees agreed that they are currently doing all else possible to make the general public aware of this ruling. There was discussion around potential to add a further sign at the entrance to Play Area, though not felt necessary at this time.

Action:- Berny Higgins to write to football and cricket teams to remind them to notify their opposition teams that dogs are not permitted on the Memorial Ground.

- b. *Advice via the Parish Council regarding a request from the purchasers of Church Barn (formerly Plot 2) for an additional clause in transfer of deeds asking that the Parish Council will, if requested to do so by the purchaser of Plot 2, enforce the covenants given by the purchaser of Steeple Barn (formerly Plot 1) when the house on that site was sold. The Memorial Trust's solicitor does not feel the Trust needs to be involved nor object.*

All agreed with the MT solicitor's views.

Action:- Mike Hayday to write to Parish Council to advise that the MT will support the decision of the PC in this matter.

- c. *Renewal of Wiltshire Village Hall Association Subscription (£37 per year and allows the Trust to get advice on fundraising and other village hall issues).*

Mike Hayday proposed to continue the subscription, seconded by Darryl Parson. All voted in favour.

- d. *Advice received from Ian O'Neil that he wishes to stand down from running 100plus club. Covered under item 14.*

- e. *Letter received from David Hawker on 10th March requesting if there is any potential to resurrect the village panto via the Pepperbox Players*

It was stated that the MT has never objected to the PP performing and, indeed, supported the PP by installing the sound system and lighting networks on their request, as well as purchasing the stage (available to any user groups). Maggie Davis advised, following discussions with a member of PP, that they seem to be currently in hiatus with no immediate plans to stage any productions anywhere.

A member of the public suggested that other local amateur dramatic groups (such as Alderbury) be approached to gauge any interest in using the Memorial Centre.

Action:- Maggie Davis and Berny Higgins to follow up with John Dunlop and Phil Brown respectively to establish if PP have plans to stage any productions in future. Next steps to be discussed at the next meeting. Mike to formerly respond to David Hawker.

8. Car Park Update

Mike and John had obtained quotes from three companies (Carlton, Paulsom and Farwell) and presented these for review. They included options for surface re-grading, repair and tarmac (with a strip along the centre of the car-park to avoid drainage issues).

THE WHITEPARISH MEMORIAL CHARITABLE TRUST

Registered Charity Number 282528

Action:- Mike Hayday to write to Whiteparish Surgery referencing their lease conditions and advising the options that the Trust has explored, with costings. The WS will be encouraged to either explore alternate options themselves (that the Trust would consider) or come back to the Trust with their preferred option. Mike will also propose a meeting and a deadline date – trustees agreed that the letter should carry a formal but personable tone.

Mike and John to draft the letter for Trustees' review.

Maggie Davis proposed this action and Richard Burr seconded. All voted in favour.

Regarding the covenant situation and discrepancies between the covenants for Plot 1 (no terms in that covenant) and Plot 2 (reference to “pay a fair and reasonable contribution” toward car park repairs), Trustees agreed to re-visit this once costs for car park repair are fully known.

9. Cricket Watering Solution update

The weather this past week meant that Wayne (Manser Plumbers) was unable to commence digging trenches for the standpipe installation planned for watering the square. He will return on Wednesday 16th March.

Nigel Evans at Rigg has confirmed the location where the standpipe should be located. It was noted that Trustees will need to “make good” the surface once the works has been completed and seed for the cricket season.

10. Finance Update

Richard advised that all bank account changes are now complete:-

- The main bank account has moved from NatWest to Lloyds (as they offer full internet banking).
- The “daily operating savings account” is now with Market Harborough Building Society to gain maximum interest.
- Due to the reduction in maximum FCS Protection on savings reducing from £85k to £75k, a sum was moved to the Bank of Cyprus, such that savings are now split in three accounts (£75k, £75k & £20k endowments)

Hire Fees to date in 2016 are approx. £5k, slightly above the same period in 2015, including many more party bookings than previously.

11. Discussion regarding the need for a part time groundsman to maintain the football pitch/cricket square (outside of pre match preparation of the square carried out by WCC) and MUGA

Currently the Trust is using Roy Michaels to maintain the cricket strips by “putting them to sleep” post-season. This includes scarifying, cleaning, reseeding, fertilising and loaming followed by dragging in. The square is then treated with a solid tine spike. This is at a cost of approx. £1k including materials and the square ideally also needs a “wake up programme” pre-season. This has been agreed with Roy Michaels via an email vote of Trustees (a formal vote confirmed this approval) and should be completed soon. There are additional costs in supplying materials for the cricket team and in getting Lawntech to apply herbicide to the square.

THE WHITEPARISH MEMORIAL CHARITABLE TRUST

Registered Charity Number 282528

The Football pitch drains well but has been cutting up badly and needs rolling and will need some seeding and other work post-season. The issue with both outside sports is the reliance on Trustees to maintain the grounds, which is not possible due to lack of time and skills. The Trust is reliant on one of the football teams for pitch-marking and they do not mark in a way which helps the other team(s) hiring. The football pitch needs to be maintained out of season and prepared properly. The Trust relies on the cricket team for in-season maintenance of the square and, whilst they have a vested interest, the square is a major asset of the trust.

The MUGA is also suffering from lack of regular and informed maintenance.

A discussion was held around the potential to combine cricket and football pitch and MUGA maintenance under the responsibility of a single employed groundsman.

Darryl advised that Whiteparish Cricket Club is considering to sponsor Richie Hamblin to attend a course on cricket pitch maintenance. Darryl suggested that Richie would also be an option to approach for the potential groundsman position.

Action:- Darryl will draw up a list of basic maintenance duties and provisional costs for each asset (football pitch, cricket pitch and MUGA)

This action was proposed by Berny Higgins, seconded by Maggie Davis and all voted in favour.

12. Future management of the MUGA and MUGA income

It was agreed that the MUGA will require some maintenance this year, potentially expensive and also requiring some volunteer effort (weeding and brushing). Darryl advised that the MUGA will soon require a more formal maintenance and he will enquire of expert companies what is required. The MUGA brush is in the shed but requires a small tractor to drag it over the surface.

Berny reported that Whiteparish Youth Group, as part of their plans to seek funding from the Wiltshire Area Board in return for support in the community, have offered to weed and clean up the MUGA on one or both dates 13th & 20th May.

Action:- Darryl will obtain quotes for MUGA maintenance from expert companies. Maggie will follow-up with Dean Davis regarding a vehicle to use the MUGA brush.

A response to WYG regarding what is required for a MUGA "spring clean" to be reviewed at the next meeting.

The MUGA does not currently provide any income (apart from a hiring fee paid by Wellow Junior Football Club).

Action:- Berny, Maggie & Darryl to form small working group to review MUGA marketing, "re-launch" (post maintenance) and hiring fees.

13. Heating Review

Following comments at the AGM around heating variability in the main hall, this was discussed.

Action:- Richard Burr and John Herrett to review heating system with Sid Twine and arrange a date before end of March.

THE WHITEPARISH MEMORIAL CHARITABLE TRUST

Registered Charity Number 282528

14. Fundraising

Trustees have previously discussed if the Trust should rely on fundraising as a way to subsidise lower hire fees. There are two views.

a. That we should, as a group, both encourage fundraising contributions from user groups and run our own events. The aim would be to supplement the income made from permanent endowment income and the donations from the 100plus club. This would allow us to hold fees and build up a surplus to cover both expected and unexpected outlay.

b. That it is the Trustees' role to always run the Trust in a way to ensure both that day-to-day costs are covered and to cover anticipated maintenance events such as decorating, car park renewal, work on the newt pond etc. This would take into account income from the permanent endowment and the fairly predictable donation from the 100plus club. This is more prudent than a reliance on income from occasional events whose success and, therefore, financial contribution, could not be accurately forecast. Given the amount of effort required from Trustees to manage day-to-day activities, it is unrealistic to add fundraising to the role.

Further discussion was held and all agreed that b) was the preferred view.

Richard proposed the position that Trustees aim to maintain a self-sufficient Trust, "funding itself", and that funds will be raised on a specific "per event" basis as needed, rather than an ongoing activity.

This was seconded by Mike and all voted in favour.

Ian O'Neil has advised his desire to withdraw from the running of the 100plus club and devolve this back to the Trust. Richard commented that there is merit in the 100plus club being run separately from the Trust and a request should be made of villagers for any volunteer to take it on.

Trustees agreed that, as a default, the Trust would take it over in the absence of any volunteers.

Action:- Berny to write an article for Steeple & Street (by 22nd March) to thank Ian O'Neill for his support over the years and request if any villager is interested in taking over the running of the 100plus club.

John and Mike will to arrange a meeting with IO'N to determine what is involved in running the club. Mike will formally respond to IO'N.

Maggie Davis will liaise with the May Ball Committee to propose that they offer a contribution to a specific Memorial Trust cost e.g. Play Area maintenance.

15. Any Other Business

a. Play Area Report

The Annual Inspection report was received on 9th March. All agreed to review this in detail for the next meeting and a working party will be formed to address any repairs.

Action:- Julia to add Play Area Report Review as agenda item to next meeting.

b. Moles

Evidence of moles around the Play Area, church wall and MUGA was evident.

Action:- Maggie will contact local "mole man" to seek advice.

THE WHITEPARISH MEMORIAL CHARITABLE TRUST

Registered Charity Number 282528

- c. A member of the public proposed that the Trust would benefit from taking a stall at the village fete to publicise the Trust and also (potentially) the 100plus club. All agreed that this would be a useful PR exercise
- d. John proposed to reimburse Hazel £15 for anti-virus software fee for her computer, used for all bookings. All agreed.

16. Future Meeting Dates

The following dates were agreed:-

Thursday 14th April, 8pm

Thursday 26th May, 8pm

Thursday 14th July, 8pm