

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

MINUTES OF TRUSTEE MANAGEMENT MEETING HELD ON

11th April 2017

1) Welcome and apologies for absence.

Apologies received from Darryl Parsons, Berny Higgins and Maggie Davis. Three Trustees present. (As this number of Trustees is not sufficient under the Scheme rules to constitute a quorum, the meeting was limited to discussion only).

One member of the public present.

2) Declarations of interest: No declarations of interest made

3) Public question time and correspondence received.

The member of the public asked about a potential hire of the centre which would involve showing a live TV event. There followed a general discussion during which the following points were made.

- a) The watching of live TV requires a TV licence.
- b) The centre does not have a TV licence and as there has not been any demand there is no plan to have one.
- c) It may be that an entertainment licence to watch live broadcasts may also be required.
- d) The centre does not have a TV aerial or the wiring required to fit one.
- e) The centre has a limited speed broadband connection with a data cap which would make even licenced viewing via steaming internet problematical.
- f) Trustees agreed that confirming licencing requirement issues of all types were the responsibility of the hirer and not the Trust.

The member of the public thanked the Trustees for their comments and expressed support for the upgrading of the kitchen and would be prepared to help in fundraising.

Correspondence received via telephone.

From a resident of Common Road: Asked if the refurbishment of the car park could include a white line to stop vehicles exiting without stopping. Action taken- Advised to contact surgery.

From Colin Iles on behalf of Short Map Bowls Club:

Regarding kitchen. Members supportive of dishwasher and a microwave. Would not use a larger cooker, refrigerator or a cooking range but understand it might be useful for weddings etc.

Raised a concern over loss of worktop space. Would like to see loan freezer removed.

No idea on how fund raising could be carried out and no desire to be on working party.

Regarding Heating: Disappointed that we have not been able to solve heating issue, gave various solutions regarding changing outlets and adding baffles. Chairman's response was that we really needed a heating engineer rather than advise from users with no expertise. Trustees discussed creating a protocol for the winter advising Mr Twine to run

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the heating in the main hall for longer periods pre-hire. Calling in the manufacturer of the system to be discussed at the next meeting on 23rd May.

4) Review of Minutes from meeting of 9th March 2017:

The minutes from 9th March were reviewed, there was no sign off as there was not a Trustee quorum present.

5) Matters arising not on the agenda. Actions carried out as required in the meeting of 9th March were confirmed.

Chairman spoke to Sid Twine regarding opening the gate on request for church lunch infirm guests; Note put in S&S regarding kitchen upgrade: Response sent to Mrs Guild; Response sent and discount offered to the Church lunch (via letter to Jane Dunlop, discount accepted); Confirmation of 2017 hire fee sent to Fete committee, fete committee agreed to allow a free 100+ Club stall at the fete; Fence repairs in hand.

6) Update on quiet space initiative. This is being progressed.

7) Working Party Reports.

a) 100+ Club

Trustees discussed the preparation of the 2017/2018 100+ club membership renewal and recruitment. Whilst the task would be greatly simplified by the automatic renewal of members with standing orders, work was still needed. Trustees agreed the new letters recommended by Richard Burr.

Trustees agreed the following actions.

- Richard Burr to provide John Herrett with the full membership list and details ASAP.
- John Herrett to print off the required renewal letters and bring to management meeting of 23rd May.
- All Trustees to undertake to deliver a number of renewals the details of which will be decided at the meeting of 23rd May.
- We will ask deliverers from last year if they will also assist. Mike Hayday to contact Ian O'Neill, Judy Nunn and Colin Bray.
- A notice to be put on the village website and in the Steeple and Street informing all members of the need to renew. Date 21st May.
- The shop to be primed to collect renewals and given a poster. Action Mike Hayday and John Herrett.
- Standing order members to be emailed with reminder that the funds will be taken on or near 15th June.
- The fete stall will be manned by Maggie Davis, Mike Hayday, John Herrett and Julia Hayday. Maggie Davis to confirm if the notice used last year is still available, John Herrett to source Duct Tape or similar to fix notice to stall.

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- Following the fete a reminder letter will be delivered. Printing by John Herrett and all Trustees to help deliver. A notice to be placed in the steeple and Street July edition.
- June/July draw will be held on 19th July.

b) Centre Management and maintenance.

The cleaning specification was discussed and it was agreed that three separate specs will be prepared. Windows, carpets and meeting rooms and Kitchen. It was also agreed that a spring or general clean was required rather than a deep clean which was likely to be more than we required.

Action: John Herrett to review for next meeting.

No further update on assistance rail pricing, awaiting builder quotations.

Action: Mike Hayday to progress

Update on new clause for hire agreement re AV equipment hire: John Herrett provided new clause and Trustees agreed wording. John Herrett to insert clause into agreement and make changes to the clause on child protection replacing reference to CRB checks with reference to DBS checks.

Action: John Herrett to give Hazel new agreements and change on village website ASAP.

8) AOB: No AOB.

9) Future meeting dates

Tuesday 23rd May at 7:30 pm in the Cowesfield Room.

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

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