

MINUTES

Trustee Management Meeting 13th April 2022

1. Welcome and apologies for absence. Ian O'Neill had informed the chair that he would be late arriving. Two members of the public present, John Herrett, representing Parish Pictures and Martin Ball, representing Whiteparish Cricket Club.
2. Declarations of interest. None tendered.
3. Acceptance of minutes from March 10th 2022.

Richard Burr proposed acceptance of the minutes, seconded by Jim Bishop. All in favour. The Chairman signed the minutes.

4. Matters arising not on the agenda. Darryl Parsons reported that the trip hazard by the car park had been remedied. He also reported that a new gate post had been installed in the Play Area.

Maggie Davis reported that a new Basketball Hoop with backboard would cost between £300 and £400. Fixing suitable for the MUGA needed to be researched further. We have had no further enquiries since 2020, however Trustees believed that if we provided a basketball hoop local youths would use it. The net ball hoops are free standing and we have had no requests to provide nets as yet. Maggie Davis pointed out that this was likely to be a relatively easy fix.

Darryl Parsons proposed that we decide on where the backboard would be sited and obtain the required fixing and that we acquire a backboard, net and fixing with a projected cost of £400. Jackie Bishop seconded, all in favour.

Action. Maggie Davis to acquire backboard, hoop, net and fixings, liaising with other Trustees as required to install in the MUGA.

5. Finance update. Richard Burr stated that our financial position is as reported at our last management meeting. An overall loss of £20,000 is expected. Planned improvements can be supported and we have a good reserves. Darryl Parsons will arrange for audit when the accounts are finalised after our 12th May pre AGM meeting.

Richard asked for any comments on the proposed 100+ Club recruitment leaflet. Trustees agreed the content.

6. The Chairman brought forward items from AOB which had been put to the Trust for discussion by members of the public present.

Martin Ball, for the cricket club, informed Trustees that the ECB were making grant money, up to £10,000 a year, available to clubs over the next 4 years as part of a drive to make grass roots cricket more inviting. Whiteparish Cricket Club wished to further improve the excellent facilities available. They felt they have a good chance

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of getting support from the ECB as the addition of women's and children's sections went a long way in meeting the diversity targets set by the ECB. They wish to apply for grants to make the following improvements.

- a. To improve the spectator and visitor experience by extending the patio outside the Cowesfield Room and the changing rooms to create a level area which could also be used by other hirers.
- b. Acquiring new seating for the patio to be used for cricket and other activities.
- c. Acquiring benches around the boundary for spectators, these would be anchored in position for safety and would be useable for people using the grounds. These may also be used as memorial benches for former players.
- d. Some additional signage at the car park entrance to identify the Memorial Ground as the "Home of Whiteparish Cricket Club". Signage to identify the changing room entrance better. Some additional cricket related items to further identify the Memorial Centre with the cricket club, such as team photographs, an honours board and a list of cricket club contacts.

Trustees agreed in principle to these proposals. Jim Bishop proposed that the cricket club develop quotations for these works over the summer so as to be able, with the agreement and support of the Trust, to approach the ECB for a grant in October 2022.

Martin Ball, thanked the Trustees for their attention and asked if the cricket club could have further keys in addition to those held at present by the club and by HAR. In particular a spare set of outside store keys, located in the changing area would be very useful. He proposed that these would be located in a coded key box in the home changing room.

Trustees agreed with this suggestion, and pointed out that we have a key deposit policy which would apply.

Action: WCC to organise quotes for groundworks and other items. Martin Ball to confirm key requirements so that Richard Burr can check that we have sufficient keys available. WCC to acquire an appropriate key box.

John Herrett for Parish Pictures had submitted firm costed proposals for the new projector screen agreed in principle at our March meeting. After a discussion, Trustees agreed to share the cost of installing a screen in the Main Hall at a total estimated cost of £1,600. John will also need volunteers to assist in the installation.

Action: John to acquire the screen and liaise with the Trust on installation.

7. Maintenance updates.

- a. Playground report – Parish Council donated works update. The Parish Council have placed an order for new surfacing which will be installed on 25th April.

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Trustees agreed the quote provided for playground and defibrillator signage by Downton signs. Trustee's discussed the recent vandalism incident where a MUGA sign had been thrown into the road. It was agreed that we would photograph the sign, as proof that we have followed requirements, and would not replace it should it be vandalised.

Post and Fencing issues – Repairs carried out to play area fencing and will be monitored over the summer.

- b. External fencing and cladding to main building: External fencing will be monitored over the summer. Mike Hayday has not been able to find any companies willing to undertake a clean of the cladding.

Action: Maggie Davis has some companies in mind and will research them, trying to get a quotation. Mike Hayday to continue to try and identify contractors.

- c. Painting of external metalwork to entrance. Two quotes received and one awaited. Very large difference in costs. Local decorator at £1,200 and infrastructure specialist at £4,130.50 plus VAT (£5,956.60).

Action: Mike Hayday to confirm the guarantee offered by both parties and the expected lifetime whilst awaiting further costs.

- 8. AGM update. Trustees decided to use the Main Hall for the May pre AGM meeting. Richard Burr asked if the Parish Council had identified a replacement Parish Council Trustee to take the place of Mike Hayday who will stand down in June. The two Trustees present at the March PC meeting confirmed that the PC are aware of the requirement. Maggie Davis suggested that the Trust contact Mrs Sue Lane, who had expressed an interest in 2021, and suggest that she contact the PC if she was still interested in being a Trustee.

- 9. Fete update. Mike Hayday confirmed that the fete committee are aware that the Trust normally have a free of charge stall. Trustees agreed that those present at the fete would all take turns on the Trust/100+ Club stall.

Action: Mike Hayday to put 100+ Club banner into the store room.

- 10. Car Park maintenance – Trustees agreed to form a working party to clear leaf litter on May 8th at 3pm.

- 11. Defibrillator training. Trustees agreed to write to hirers to offer defibrillator training.

Action: Richard Burr to write to hirers to gauge interest and numbers.

- 12. AOB

We have had feedback from a hirer that the dishwasher was not working correctly. There is also anecdotal evidence that other hirers are not using the dishwasher due

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to a misconception that as they are not required to dose the machine, it only rinses. The dishwasher is working, hirers seem to have forgotten that it needs to be preheated, we advised them originally to turn on at the start of their hire, and that it is automatically dosed from the service cupboard immediately behind it.

Action: Maggie Davis to prepare an advice note to refresh hirers memories. Richard Burr to distribute. Maggie to also consider additional signage in the kitchen.

Mike Hayday stated that the MUGA needs weed and moss killing around the edges, this is part of HARs contract. Darryl Parsons agreed to take this up with them. He reported that HAR have formally approached the Trust to request an increase in fees. The contract agrees a 2.5% annual increase which they have not applied during Covid. They therefore request that a 7.5% increase be applied.

Trustees agreed that this was in line with inflation and Darryl Parsons will confirm the new monthly rate.

Action: Darryl Parsons to confirm rate to Richard Burr for action.

Ian O'Neill to purchase some general purpose scissors for the Centre.

13. Next meeting dates:

12th May at 7:30pm in Main Hall – Closed meeting

AGM Saturday June 18th 2022 at 10:00 in the Cowesfield Room