

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

MINUTES OF TRUSTEE MANAGEMENT COMMITTEE MEETING HELD ON

14th July 2016

1. Welcome and apologies for absence.

Apologies received from Berny Higgins and John Herrett. As 4 Trustees were present, making a quorum, the meeting proceeded as normal.

One member of the public was present.

2. Declarations of interest. No declarations of interest made
3. Public question time and correspondence received.

Mr T King stated he was present to follow up some representations about the new MUGA charges from a regular tennis group. Correspondence on this matter had been received from Mrs J Nunn and it was agreed this would be covered under item 7 on the agenda.

Correspondence received; two items have been received;

A thank you letter from the PCC regarding the Trust's agreement to allow free use of the Memorial Ground and Centre for the Queens 90th Birthday picnic celebration. Trustees recorded their thanks to the PCC for their kind comments and agreed that the event had been a success.

An email from Mrs Nunn regarding the new MUGA charges, it was agreed to discuss this under item 7.

4. Acceptance of Minutes from meeting of 26th May 2016.

The minutes were approved and signed.

5. Matters arising not on the agenda.

Item (5a) Rabbit incursion to be covered under item 8. Item (5b) the locked gate issue is now closed.

Item (5c) heating it was agreed that whilst we can contact the AHU manufacturer, Sid Twine has reported a reduction in complaints and advised that had a test carried out by Wessex which indicated that the heating was achieving 21 degrees which is the correct temperature. It was decided to adopt a strategy of pre heating the room when small non active groups had bookings and monitor over the winter. No further action required.

May Ball damage, Sid has filled the holes after a discussion Darryl Parsons agree to undertake rubbing down and repainting and with Richard Burr attending to both ensure access to the paint in the upstairs store room and train Darryl in door and alarm locking and setting.

Action: Darryl Parsons and Richard Burr to agree date and complete repair.

6. Confirmation of working party composition and remit.

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The chairman suggested that as a way of ensuring that Trustees get things done via working groups and do not get into long meeting discussions and email trails as seems to have happened over the first half of the year, we build on the MUGA/play area working group. (Maggie, Darryl, Berny and John who has undertaken the review of benches and the MUGA booking) and form other working groups.

The Trust constitution as laid out in section 5, subsection 7, "Powers of the Committee", states that members of the trustee management committee have "Power to delegate the performance of any act, including the exercise of any power or discretion, to a committee consisting of any two or more members of the committee. (The members must exercise reasonable control over the committee and the committee must promptly report other acts and proceedings to the trustees). The committee must not incur expenditure on behalf on the charity except in accordance with a budget previously agreed with the members."

After a discussion it was proposed that we set up the following working groups, with membership as indicated

- a) Grounds (MUGA, Play Area, Pitches all outside areas) [Darryl Parsons, Maggie Davis, Berny Higgins and John Herrett]
- b) Car Park [Mike Hayday, John Herrett with Richard Burr as back up and for finance advice]
- c) Centre Management and maintenance. [Mike Hayday, Richard Burr, John Herrett and Sid Twine]
- d) Events and fundraising (Winter Ball, Richard Digance etc.) [Maggie Davis, Berny Higgins]
- e) 100+ Club (Richard Burr, Mike Hayday, Maggie Davis, John Herrett)

It was proposed that we formally empower these groups to push on and get things done without the need to keep circulating emails outside of the working group, holding their own sub meetings so that they can agree tasks and make proposals for consideration by the overall trust management committee on big items.

Each group would have a coordinator responsible for progress chasing and reporting back to the main Trustee Management Committee at regular Management Committee meetings or by exception if required.

- a) Grounds (MUGA, Play Area, Pitches all outside areas) [Darryl Parsons]
- b) Car Park [Mike Hayday]
- c) Centre Management and maintenance. [John Herrett]
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- e) 100+ Club (Richard Burr)

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Action: Mike Hayday to discuss Centre working group participation with Sid Twine, John and Berny to agree to their membership of working groups

7. MUGA and Play Area update, to include agreement on how to proceed with booking and payment via the village store. (Darryl, Berny, Maggie)

Darryl Parsons reported that, other than the feedback received via email, no comments have been received from the public as a result of contacts made to tennis groups or the notice displayed around the MUGA. Wellow Juniors cricket and football have indicated that they find the charges reasonable. Maggie Davis reported that the Village Store staff had been briefed, one person had expressed a view that the facility should be either free or cheaper to use. The store staff are not completely sure of the new booking system. The calendar is not live at the moment.

Action: MUGA group to set up meeting ASAP to review booking process and agree final version and brief both shop and Hazel respectively.

The views expressed by Judy Nunn on behalf of the ladies tennis group were discussed fully. The MUGA group stated that they have reviewed local tennis court charges. These vary from £6 per hour to £10 per hour for pay and play 1 court only, whereas our charge is £10 adult's £5 children for 2 courts. Other courts have clubs where there are annual membership fees. It was felt that the current hire fee is equitable and in line both with other local tennis facilities and with the other facilities managed by the Trust on site. We have committed to renew and refurbish the MUGA at a significant cost and the MUGA needs to contribute to this cost via hire fees. Whilst we have agreed a concessionary price for junior sports use of the MUGA to encourage children to be active and use the MUGA, the committee felt that our overall flat fee policy for use of the facilities should be maintained. Hire fees will continue to be reviewed in the light of costs and other circumstances as appropriate.

Action: Darryl Parsons agreed to draft reply to Mrs Nunn on behalf of the Trust subject to Trustees reviewing prior to sending.

Darryl Parsons confirmed that the MUGA resurfacing supplier will hold the price quoted (£2700 including VAT) and that we await a date for the work.

Action: Darryl Parsons to manage, liaising with other MUGA working party members as appropriate.

The damaged shed needs to be made good whilst we decide on its future use.

Action: Mike Hayday to liaise with John Herrett on running repair.

The play area has some mole damage and the activity trail needs to be made safe as well as a final decision on bench replacement made. The rabbits seem to be dormant with only a scraping near the MUGA gate

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Action: MUGA group to review John Herrett's bench recommendations and propose bench acquisition. The working group to decide on the future of the activity trail (replacement, removal or renewal), mole activity to be monitored.

8. Football and Cricket pitch and external maintenance update to include pitch rates for 2016/2017

Darryl Parsons reported that a final cost and comprehensive schedule of works for the grounds maintenance had been presented by Handy All-Rounder (Richard Hamblin). This would cost £3,500 per annum for a 3 year commitment with an annual 2.5% price increase applicable. No other contractor contacted had been interested in the whole package. The committee discussed again the likelihood of getting volunteers to carry out the work on an as needed basis. The majority of the Trustees made it clear that they were not prepared to commit personally to such a large amount of maintenance work having neither the time nor skill required. As we could not even get volunteers to act as Trustees it was agreed that sadly village help is probably not forthcoming or to be relied upon. Whilst it was agreed that the amount quoted by Handy All-Rounder was a fair price for the work enabled, the committee are uncomfortable with agreeing a large commitment with only one price quotation and with the 2.5% annual increase.

The committee agreed that despite the fact that overall cost exceeded sports contribution, a maintenance contract would protect key trust assets and would therefore be pursued.

Action: Darryl Parsons to contact HCS to see if we can get their groundsman or contractor to quote. Mike Hayday to contact Bawdens. Maggie David to contact Jane Legat for advice on who care for the church yard.

Once alternative quotes are obtained the committee will consider another meeting to agree the contract.

The turf contractor has not responded to Maggie Davis's chasing. It was agreed to keep chasing and if no success to look at alternative solutions at the next working group meeting or Trust meeting as appropriate.

Action: Maggie Davis to continue to pursue Abbey Turf for completion date

Fees for the 2016 – 2017 season were proposed as follows. (All contingent on the grounds maintenance contract being agreed)

Adult Football including changing rooms and showers £50 per fixture

Under 18s Football including changing rooms and showers £35 per fixture

Whiteparish Cricket Club 25 match season booking £1,500 with the same T&C as last year.

Ad Hoc cricket with marked pitch.

Cricket Adult full day weekend with use of Cowesfield room and changing rooms £105 per fixture

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Cricket Adult midweek fixture (4 hours) with use of changing rooms £60 per fixture

Under 16s weekend with use of Cowesfield room and changing rooms £50 per fixture

Under 16s midweek fixture (4 hours) with use of changing rooms £47.50 per fixture

Proposed by Maggie Davis, seconded by Darryl Parsons all in favour, motioned passed.

Action: Berny Higgins to formally confirm to football teams, Darryl Parsons to confirm to cricket team.

9. Car Park update.

Mike Hayday reported that we still await a response from the last meeting held with the surgery where a concrete strip solution, with a cost 25% -35% higher than the tarmac strip previously considered was suggested. We have asked the surgery to indicate their preference so that we can budget the majority share of the cost the Trust is obliged to contribute.

Action Mike Hayday and John Herrett to progress with the surgery

10. Finance update including 100+ club

Booking rates remain up on last year at the same level reported in the last minutes.

The 100 + club recruiting went well, some 10% of the standing orders have been problematical but most have been resolved.

Numbers are 209 at present which is below last year's 230, we have a few new members yet to be registered.

Mike Hayday proposed that the monthly prize draw remain at £100 and that the Christmas Draw prize be adjusted to keep the donation % as past years. Seconded by Maggie Davis, all in favour, motion passed.

This month's double draw will be held at the Parish Lantern on Friday 22nd, Maggie Davis will advertise on Facebook and Richard Burr and Darryl Parsons will run the draw and recruit new members ahead of the draw.

11. Projector and Donation from Raymond Brown update

The £800 grant from Raymond Brown has been received. We have received two quotes for a wall mounted projector. One totalling £1,644 (no VAT) and one £1,320 Inc. VAT. One other quote expected next week.

Action Mike Hayday to update committee as appropriate and will be on next meeting agenda.

12. Suggestion from Hazel Twine regarding the acoustic boards being painted to make hall more attractive for wedding hires.

After some discussion it was agreed that the decoration of the boards might not solve wedding hire issues. Maggie Davis suggested she should supply Hazel with

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photographs of the ways the hall is dressed for events such as the May Ball to show how nice the hall can look to wedding inquirers.

Action Maggie Davis to liaise with Hazel Twine

13. Comments from Sid Twine regarding potential damage issue with children riding bikes around the building and rubbish being left around the rear of the building and the outside store, he has also had complaints regarding rubbish from users who said Landford village hall enjoyed free collections

Trustees thanked Sid for his comments, the fence is worthy of consideration but Trustees agreed to monitor the situation as it might be that children continue to ride at the back even if a fence is in place.

Rubbish at the rear of the store should, as Sid suggested, be removed.

Action: Mike Hayday and John Herrett to review next week.

Rubbish collection at Landford is not free, being subject to Wilts CC charges of £9.22 per collection. Trustees believed that cost (£7.81 to £9.22 per collection) is not the main issue it is the encouragement of vermin such as rats plus other people dumping rubbish in an infrequently emptied bin at the Centre that are the main reasons for not having a regular or ad hoc rubbish collection.

Action: Trustees will ask Sid Twine to monitor complaints/comments so that we can review this decision in the future.

14. AOB

Maggie Davis reported that she would be giving a lecture on her visit to Rwanda later in the autumn and may require some assistance. 50% of the proceeds will be donated to the Trust.

Maggie Davis reported that the Winter Ball preparations are in hand, band and caterer are booked and 62 reservations have been made. This will be a main agenda item on 5th September.

Richard Burr confirmed that the Trust Insurance runs until September 2017. Renewal should be on the Agenda in spring 2017

15. Future meeting dates

Monday 5th September 2016 7:30 p.m. in the Cowesfield Room

Monday 17th October 2016 7:30 p.m. in the Cowesfield Room

Monday 14th November 2016 7:30 p.m. in the Cowesfield Room

16. Exempt Business

No exempt business