

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

MINUTES OF TRUSTEE MANAGEMENT MEETING HELD ON

17th April 2018

- 1) Welcome and apologies for absence.
Apologies received from John Herrett and Darryl Parsons.
No members of the public present.
 - 2) Declarations of interest: None
 - 3) Public question time and correspondence received. None received other than advice from Judy Nunn on the padlock for the MUGA gate being broken, see item 11 b i).
 - 4) The Minutes of the meeting of 8th Match were proposed for acceptance by Berny Higgins, seconded by Maggie Davis and duly accepted and signed by the chair.
 - 5) Matters arising not on the agenda. None.
 - 6) Update on response from fete committee. – Mike Hayday reported that he had an informal conversation with John Dunlop at cinema cub. John stated that the Fete Committee had some concerns on the liability they may incur if the Centre washrooms were vandalised during the Hog Roast and were still considering the Hire. They will respond in due course.
 - 7) Co-option of Richard Burr as a Trustee following his decision to resign as a Parish Councillor was proposed by Mike Hayday and seconded by Maggie Davis, all in favour. Richard Burr was duly co-opted and remains as Treasurer. No update as yet on the appointment of a replacement Parish Council nominated Trustee.
 - 8) Review of Amazon Smile Steeple and Street article. - Berny Higgins went through the proposed copy which was agreed with some slight amendments.
 - 9) Update on village event 2019. - In his written report, John Herrett reported that he is still working on an audit of neighbouring village events.
 - 10) Update on replacement of skateboard ramp. – Mike Hayday reported that the Parish Council will make a decision on the preferred design and vendor on May 1st. Full Funding is not yet confirmed. Access over the Trusts section of the Memorial Ground is no longer required. Concern on the timing of the works and their impact on football from September 2018 was expressed by Trustees.
- Action: Mike Hayday and John Herrett to discuss timings with the Parish Council and express the concern of the Trust regarding the impact on football during construction.**
- 11) Working Party Reports.
 - a) Centre Management and maintenance.

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- i) Kitchen refurbishment update. – Maggie Davis reported that she anticipated that the works would be completed by the village fete, subject to the tradesmen being able to schedule in dates.
- ii) Licencing – update on application for a premises licence. – Trustees reviewed John Herrett’s written notes and it was decided that whilst we are happy with his current proposal regarding an amendment to our Hire Agreement, advice could be sought via the WHVA clause wording prior to spending additional sums with ACRE. Trustees also noted some minor errors on the form.

Action: Richard Burr to contact John Herrett regarding correcting and submitting the application using the proposed wording for the Hire Agreement modified if he thought it necessary using information from WHVA.

- iii) Hall lighting improvements. – Maggie Davis & John Herrett to continue to evaluate options to present at a future meeting. Trustees agreed that a solution costing in the region of £3,000 was too expensive given the potential use.
- iv) Installation of a Magnaclean device to the plumbing system. Additional quotes required.

Action: Maggie Davis and Mike Hayday to pursue additional quotes from plumbers

b) Grounds

- i) MUGA –update – £57.50 in hire fees since January, Shop requires new booking diary.

Action: Richard Burr to purchase diary.

Berny Higgins has replaced the MUGA padlock after the advice received from Judy Nunn. Trustees expressed thanks to Judy for informing us of the issue and for lending her own padlock whilst we sourced a replacement.

Action: Berny Higgins to return padlocks to Judy Nunn and pass on the Trustees thanks

Berny Higgins has developed a poster for the MUGA requesting than non-Tennis users replace the nets this need laminating and fixing to the fence in appropriate positions.

Action: Julia Hayday to laminate posters and Berny to put up.

S&S article - Berny Higgins to complete article on MUGA with booking details and a request for non-tennis users to replace the tennis nets after MUGA hires to be placed in S&S ASAP.

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
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Tennis net socket cover

Action: John Herrett to fabricate a wooden plug for the short term. Maggie Davis approach Nick Smith regarding a more long term solution

Play Area Annual Inspection: This was generally favourable with only one medium risk and one concern with the new roundabout equipment (bolt missing). The Play Inspection Company advised that we should consider a notice to direct users on how to inform us of breakages and defects. The medium risk is around rotting timbers on the small climbing frame.

Action: Mike Hayday to contact Lappset re roundabout bolt. Trustees will consider if a notice is needed at the next meeting. Maggie Davis to review timber condition on small climbing frame to see if repair can be carried out by local craftsmen.

ii) Repair of fencing along Romsey Road. – Darryl Parsons is awaiting final quotations

iii) Mole removal update – Maggie Davis continues to liaise with James.

12) Wedding Fee discussion – Trustee discussed a wedding weekend hire rate. After some discussion, Trustees agreed that if a weekend rate was set, for a three day booking we would include an agreement to cancel Friday evening activity (Youth Group) and organised events on the grounds for the day of the event. For a two day agreement (Saturday and Sunday) Youth Club would not be cancelled. We would require early reservation in order to block out weekends and our normal first come first served booking policy will be maintained. A fee of £600 for 3 days (Friday from 09:00 am Saturday all day and Sunday until 5pm) and £450 for two days (Saturday all day and Sunday until 5pm) this was proposed by Richard Burr and seconded by Berny Higgins, all in favour.

Action: Richard Burr to inform Hazel Twine and the January wedding booking hirers.

13) Car Park update. Mike Hayday updated Trustees on Surgery communication with contractor who will carry out further works in May. We await confirmation from the surgery.

14) Finance report. Nothing to report as the EGM will cover abbreviated accounts to April 30th 2018.

100+ Club renewals were discussed. Richard Burr's schedule, see below was agreed.

1st May Renewal notice in Steeple & Street

10th May Letters produced by John and handed to Trustees for delivery

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
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10th May final draw for this year

11th May Richard to email letters to those members where email held

11th May Richard to take "post box" tub to shop with supply of recruitment leaflets

11th May Richard to request David Hawker to post renewal notice on website.

1st June Renewal notice repeated in Steeple & Street

23rd June Fete

27th June John prints reminder letters, Richard chases by email

1st July Reminder notice in Steeple & Street - attached

17-19th July draws made for June/July – Draw will be made at 19th July Trust Meeting

15) Meeting dates

Pre EGM closed preparation meeting Thursday 10th May at 7:30 pm in the Cowesfield Room

Extraordinary General Meeting Saturday 9th June at 10:30 am in the Cowesfield Room

Thursday 19th July at 7:30 pm in the Cowesfield Room

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

Thursday 25th October at 7:30 in the Main Hall

Winter Ball dates 1st December 2018

100+ Club Party TBD 8th or 15th December 2018

Action: Maggie Davis to advise on her preference for the date at the May 10th meeting.

16) AOB

Mike Hayday asked for a volunteer to open and close party on 23rd April 11:00 open 15:30 close.

Action: Maggie Davis to confirm she can do this time advising Mike Hayday if she cannot ASAP.

WHVA membership to be renewed.

Action: Mike Hayday to forward invoice to Richard Burr for payment.