

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

MINUTES OF TRUSTEE MEETING 23rd January 2020

1. Welcome and apologies for absence.

Apologies received from Richard Burr and Maggie Davis.

No members of the public present.

2. Declarations of interest. None
3. Public question time and correspondence received.

Letter from the PC regarding Operation London Bridge, preparations for the death of HM the Queen. Trustees discussed the Parish Council's request. The Memorial Trust are happy to co-operate with the Parish Council and other village organisations. We would suggest the area along the church wall to the west of the footpath could be dedicated for the collection and display of floral tributes and having a book of condolence at the Memorial Centre, arranging the appropriate monitoring. Trustees are prepared to attend a meeting to discuss arrangements with the Parish Council and the PCC.

An email has been received from a villager noting that dogs have been taken onto the Memorial Ground during a football match.

Action: Mike Hayday to put article in Steeple & Street (Will have to be the March edition) Berny Higgins to remind football hirers of the "No Dogs" policy.

The Bowls club reported by telephone that some of the lights in the main hall were not operating correctly. This has been tested and we are aware of the issue. Mike Hayday had given some advice on dimming the lights to solve the issue.

Action: John Herrett to discuss with Kevin Edwards.

Several Trustees reported that they have received complaints regarding the state of the car park surface in the recent wet weather. Discussed under item 12 below.

4. Acceptance of Minutes from meeting of 20th November 2019

Berny Higgins proposed the acceptance of the minutes, seconded by Darryl Parsons, all in favour. The minutes were duly signed by the chairman

5. Matters arising not on the agenda. None
6. Winter Ball & 100+ Club Party Feedback

Winter Ball had been an amazing success and contributed £3073.72, Trustees formally recorded their thanks to Sarah Skeates for her efforts in providing terrific raffle prizes for both winter events.

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The 100+ Club party was also a success, raising almost £600. Considering the relatively low attendance this was very satisfying. Sarah, in her post event comments, had challenged us to consider ways we could improve on the attendance. Should we have it as a quiz night and supper night uncoupled from the pre-Christmas timing which may inhibit attendance?

John Herrett thanked all those who cooked and prepared food, which was mostly donated. He also noted that a large proportion of the takings came from attending Trustees and other close supporters such as the Skeates, who made food donations as well. He commented that the brilliant raffle prizes deserved more than the £116 takings.

Trustees broadly agreed with the sentiment expressed. We need to attract more people. There was a difficulty in moving the events timing if we were to combine with the 100+ Club draw. Perhaps we could rebrand more to attract those people who were not 100+Club members, perhaps we could invite user groups, some of the exercise classes as well as the village clubs, perhaps setting up a competitive spirit using the quiz element. The chairman drew the discussion to a close, suggesting that we make this an agenda item for March meeting and asking Trustees to prepare some ideas for discussion.

Action: Mike Hayday to put on March agenda, Trustees to canvass villagers and users as to why the party is not well attended.

7. Pantomime feedback and Watermill Theatre update.

The pantomime was a great success with much better than expected attendance, thanks largely to valiant recruiting and advertising by Maggie Davis and friends. It was noted that many faces new to the Memorial Centre had been observed in the audience. Trustees expressed their thanks. We will try and book next year. We have learnt from this experience to sell tickets more in advance and to use all possible communication mediums to broaden the appeal. We will need to take this learning forward to other events such as the 100+ Club party.

John Herrett was in discussion with the Watermill Theatre regarding attendance and ticket price. Both were dependant to a large extent on the space needed for lighting and stage by the Theatre Company. It was agreed that the final details will be decided nearer the time, ticket prices will be between £12.50 and £15.00 and go on sale 4 weeks before the production date, the beginning of May. John Herrett will update at next meeting.

8. General maintenance.

- a. Velux repair update. One velux blind is not working and we await a quote from Blind and Track of Salisbury. Trustees will decide how to progress once we understand costs.

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Action: Mike Hayday to chase Blind and Track quote.

- b. Roof repairs update. The lower roof over the men's washroom has been repaired. The velux window leak in the main hall awaits a firm date from the velux installer whom we have contracted to carry out repair.

Action: Ian O'Neill to chase installer

- c. Decoration update. We received a grant from the Parish Council of £2,000 and further work has been completed in the main washrooms. The changing rooms are due next. The Main Hall will be deferred until velux repairs are completed.
- d. New "No Dogs allowed signs" Acquired to be erected.

9. Finance update:

Richard reports bookings are strong and our cash status is good. One of our Endowment Bonds matures on 31st January - £85k with Cynergy Bank 2 year fix at 1.47%. Richard's recommendation is to roll for another 2 years - current available rate is similar at 1.4%. Our other Bond matures on 22 August 2022.

With regard to 2020 projects, Richard notes that the lower Car Park is not in good condition and we do receive regular comments from hirers. Richard suggests that we should we look at fixing this sooner rather than later when we clearly can afford to?

Trustees reviewed the figures provided and agreed with Richards's views. Further discussed under item 12

10. Update re purchase of additional chairs for less abled visitors.

Julie Bell presented a low cost solution to allow us to provide assistance to less able centre users utilising existing chairs which would not impact storage and be easier to use. Trustees approved the purchase of a unit with a view to getting others if required.

Action: Julie Bell to acquire.

11. Play area inspection update:

- a. The gate into the playground, see if we can adjust.

Action: Mike Hayday and John Herrett to review.

- b. Remove Leg Press.

Action: Darryl Parsons to get quote from HA Groundcare. Team to be set up to specify and cost activity trail and investigate grants. (See item 12)

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12. 2020 Projects: Trustees discussed a number of projects which are listed below in the order ranked. Trustees agreed working groups to develop them.

- First Priority. Resurfacing the Car Park (Based on 2015 quotes, the total bill to renovate car park with a tarmac strip up the centre to improve wear was circa £24,000 with the Trusts share being £17,000). Working group will be Mike Hayday, John Herrett and Darryl Parsons. The first actions will be to contact the surgery and to draw up a specification. We will also look at getting grants.
- Resurface parts of the children’s play area, area under the swings and other apparatus. This was deemed as the next most important priority as if left we would likely get a poor inspection and there are safety concerns. Working group is Berny Higgins, Darryl Parsons and Julie Bell. We will seek grants for this work.
- Put up some shelving in the kitchen to store glasses at a more convenient level for hirer use. This was thought to be a worthwhile and easy thing to do and reduce risk of falls and breakages. John Herrett volunteered to carry this out.
- A fitness activity trail around the Memorial Ground. This was thought to be a nice thing to do but not a priority as we have had zero response to our forced removal of existing apparatus and no approaches from villagers. However we may decide to look at this for the longer term, obtaining ideas and quotes. The Trustees “volunteered” Maggie Davis to look at this later in the year. As new equipment it may be easier to get Area Board funding, but proving that there is a need may be a challenge.

Darryl Parsons and Berny Higgins reminded Trustees that in the longer term work will be required on the MUGA, the matting surface has worn to the extent that it will require replacement rather than the revitalisation carried out in 2016. Berny Higgins believes that the tennis net may last the year, but not into 2021. Trustees agreed that there will have to be a detailed discussion on the future of the MUGA in due course.

13. Caretaking update.

The identity of the mystery book which had jammed against the large window blind control, depleting the battery has been solved. It was the incident recording book required under the terms of our alcohol licence. It was agreed this will be labelled and replaced in the kitchen. The window blind control to be placed on a hook in a suitable position, perhaps in the main hall.

Action: Ian O’Neill and John Herrett.

The faulty heater is in the electric cupboard.

Action: John Herrett to review guarantee and also discuss repairs with Kevin Edwards.

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We discussed further the issue with the main hall lights and high level cleaning. It was agreed that whilst the hire cost of towers is low, it may be worth looking at buying one.

Action: Mike Hayday to investigate local purchase.

14. Trustee recruitment. A number of people have indicated interest in becoming Trustees. A communication to them, describing the Trust and what is required of a trustee and inviting them to meet with Trustees and attend our next meeting was reviewed.

Action: Mike Hayday to send to interested parties

15. Future meeting dates confirmation.

Thursday 5th March 2020 at 8 pm in the Main Hall

Thursday 7th May in 2020 at 7:30pm at Richard Burr's House CLOSED MEETING

AGM Saturday 6th June at 10:00 in the Cowesfield Room

16. AOB.

May Ball: Berny Higgins enquired on behalf of the cricket club as to whether a booking had been made.

Action: Maggie Davis to investigate

Berny Higgins reported that footballers have complained about dog mess on the pitch discovered when the referee inspected the pitch.

The Cricket fee has been received and they plan a fundraiser in May or June.

Ian O'Neill reported that he will be away on 8th February. Berny Higgins agreed to cover the football booking.

Ian will also be away from 19th February to 12th March.

Cover needed for a parties on 22nd and 23rd February (Key collection only)

Football on 29th February. Needs volunteer.

Trustees will also need to make check-up visits to the centre whilst Ian is away.

Action: Can all Trustees let chairman know if they can cover football and key loans and which days they are able to drop in to check all is OK and I will do a mini rota.

Julie Bell asked if Hirers are aware of the need to clear up before they leave as she has noticed some groups simply leave after putting furniture away. Mike Hayday confirmed that all hirers have sight of a Hire Agreement which makes this clear as well as hirer information notes which state this clearly.