

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

MINUTES OF
TRUSTEE MEETING 24th APRIL 2019

1. Welcome and apologies for absence. Apologies received from Richard Burr. No members of the public present
2. Declarations of interest. None
3. Public question time and correspondence received. Correspondence received from Fete Committee re obtaining our permission to run tractor rides on the Memorial Ground during the fete – Trustees agreed subject to weather conditions and the course being away from seeded areas and adequately marshalled.

Correspondence from Jane Legat asking to hire or borrow 50 chairs for use in the church on Good Friday. After an email exchange, Trustees voted to maintain our policy of not allowing equipment from the centre to be used off site. Jane informed of the decision

4. Acceptance of Minutes from meeting of 9th March 2019. Acceptance proposed by Darryl Parsons, seconded by Berny Higgins, all in favour minutes duly accepted and signed.
5. Matters arising not on the agenda. Chair trolley acquired for hirer use. Trustees agreed to consider a warning sign help prevent children entering pond area after fences mended.
6. General maintenance

- a. Electrical: Light Bollard repair or replacement. All in hand, delivery of bases expected within next two weeks.

Emergency lighting replacement and amenity lighting installation scheduled for 13th May.

- b. Update on fitting date of blinds in the Cowesfield room. Completed on 23rd April. Trustees thanked Darryl Parsons for organising.

Action: John Herrett to put data sheets and safety advice for Blinds into maintenance file

- c. Update on cladding maintenance. Trustees decided that this does not require action at this time. A piece of cladding has fallen from the ceiling of the porch. Trustees determined that this was not critical, being merely cosmetic. To be reviewed over summer.

- d. Update on Car Park maintenance. Surgery response awaited to be chased once Practice Manager back from holiday w/c 29th April.

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Action: Mike Hayday to chase

- e. High level clean update. No answer from contractor as yet. Maggie Davis to progress.

Action: Maggie Davis has not received a response from contractor since February. She will chase and review other options including the loan from a local man of a platform. Mike Hayday to contact Salisbury gutter cleaning for external velux quote. John Herrett to discuss light replacement and cleaning with Kevin Edwards.

- f. Non urgent minor repairs update. All in hand

- g. Fencing repair update. Delayed due to illness of the contractor.

- 7. Finance update: Trustees discussed the recent increases in gas and electricity. Richard Burr had reported that both gas and electric usage has increased year on year at a steady rate. The heating and hot water (Gas) has shown a higher increase than electric (Lights, water heater, dishwasher). After some discussion on potential energy savings looking at tighter programming for heating and outside lighting plus fitting a time clock to the kitchen water heater, Trustees agreed that they need more data so as to correlate occupancy with gas and electric costs. It was agreed to discuss at the closed meeting on 23rd May, subject to time on the agenda being available.

Action: Mike Hayday and Richard Burr to review data, John Herrett to discuss water heater energy usage and potential timer solutions with Kevin Edwards.

- 8. Sports update: The football pitch is scheduled to be reseeded on 20th May and will be financed by the Parish Council. Trustees recorded their thanks to the Parish Council.

Action: Darryl Parsons to liaise with H A Groundcare regarding roping off seeded areas, particularly for the fete.

- 9. 2019 maintenance spending:

Redecoration: Trustees having reviewed the quotations received, Daryl Parsons proposed we accept Mr D Reid's quote as it was the lowest and he is reliable, having been used by a number of Trustees. Seconded by Berny Higgins, all in favour

Cowesfield carpet: The efforts of our regular cleaners to remove stains were judged by Trustees to be acceptable and it was decided to review after re-decorating

Action: Darryl Parsons to arrange dates in August when the Centre is lightly used. If necessary we will cancel any bookings in the Cowesfield room but this was thought to be unlikely to be required. Mike Hayday to inform carpet cleaning companies.

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10. 100+ Club recruiting drive –John Herrett gave maps with individual delivery routes for leaflet recruiting drop by Trustees. It was agreed that we will also drop flyers for the Watermill Theatre event at the same time. John Herrett will drop leaflets and renewal letters off to each Trustee when they are printed. Delivery to be completed in May

11. Discussion on Tithe Maps donated by Eric Chase: Mike Hayday reported that bespoke framing costs were between £150 and £400. Trustees reviewed the maps and decided that, whilst of interest, the maps were not really worth £150 plus to frame. Julie Bell agreed to take the maps and review cheaper framing and display options.

Action: Julie Bell to report back at next meeting.

12. Watermill Theatre update: All in hand

13. Discussion on MUGA locking policy after recent issues with padlock and chain being stolen. Mike Hayday updated meeting on padlock and chain replacement. Trustees agreed to place a note in Steeple and Street regarding the issues we are having with the padlock and discussed solutions ranging from leaving the MUGA unlocked to combination locks. We will also raise the issue at the AGM. Maggie Davis reported that teenagers were squeezing through the gates and using the MUGA. Berny Higgins agreed to create a draft note for June Steeple and Street. John Herrett agreed to look at the bent locking bar, if necessary with the contractor who is supplying the bollard brackets.

Action: Berny Higgins to draft S&S note, John Herrett to review lock bar.

14. Future meeting dates confirmation

Thursday 23rd May 2019 at 7:30 pm in the Cowesfield Room CLOSED MEETING

AGM Saturday 8th June 2019 at 10:00 am in the Cowesfield Room

Thursday 8th August 2019 at 7:30 in the Cowesfield Room

15. AOB

Trustees noted that the Main Hall was booked on 23rd May for potential EU elections. It was thought that the scheduled Trustee meeting in the Cowesfield could still be held. Ian O'Neill explained that he has all the details and will open at 06:15, Julie Bell offered to help if needed. Mike Hayday suggested that we set up the evening before.

Action: Mike Hayday to liaise with Ian re set up on 22nd May.

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Maggie Davis reported that she has received some dates from New Forest Forge Theatre regarding pantomime dates for 2019/2020. The panto offered is Little Red Riding Hood. The fee is £500, dates given were 3rd, 4th and 5th December and 6th, 7th, 8th 10th 13th and 14th January. After a discussion, it was agreed that the 10th was our preferred date. However we need to establish the suitability of the main hall and agree the fee and other arrangements before committing.

Action: Mike Hayday to provisionally book 10th January, Maggie Davis to arrange meeting with Forest Forge to progress. Hopefully we will be able to agree details and announce at the AGM.

Dates agreed for Winter Ball (30th November) and 100+ Club Party (14th December)

Ian O'Neil reported that he had purchased consumables and Trustees agreed to reimburse. He reported two maintenance issues.

The CCTV alarm is still sounding intermittently, this seems to be associated with camera 2.

Action: Mike Hayday to physically review and discuss with Richard Burr as to whether to have a Wessex service call out.

The lock on the service cupboard in the changing room corridor is jamming from time to time.

Action: John Herrett to review.

Mike Hayday reported damage to the main Lappset multi-use apparatus, a cleat holding one of the climbing ladder ropes to the platform has pulled out. Mike Hayday has taped the area off. John Herrett has reviewed and believes it can be repaired without calling out Ludus.

Action: John Herrett to confirm repairs are possible or contact Mike Hayday who will call out Ludus if needed.