

**THE WHITEPARISH MEMORIAL CHARITABLE TRUST**  
**Registered Charity Number 282528**

**MINUTES OF TRUSTEE MANAGEMENT MEETING HELD ON**

**23<sup>rd</sup> May 2017**

- 1) Welcome and apologies for absence.

Apologies received from Darryl Parsons.

No members of the public present.

- 2) Declarations of interest: No declarations of interest made.

- 3) Public question time and correspondence received.

Maggie Davis reported a telephone contact from Mrs Patricia Boyle representing the Church lunch team. She was enquiring about progress on the plans for any kitchen renewal and asked if the Trust would consider the provision of a plate warmer which may be supplied by the church. Refurbishment of the kitchen has not yet been researched by Trustees. A very low level of interest has been displayed by user groups, with some being quite happy with the current provision. Some support has been expressed for the addition of a commercial dishwasher. Concerns have been raised about the overall cost and loss of storage and worktop space. There have been no offers of help from villagers or user groups in making up a working party to consider kitchen enhancements. Trustees expressed disappointment, but agreed that they would make this an agenda item for next meeting.

Mrs Boyle also enquired about provision of a handrail to assist less mobile guests in accessing the centre. Whilst the church have been the only users to raise this issue, Trustees have previously agreed to consider this, see item under working party updates.

Trustees confirmed their agreement to Mrs Jane Legat's request to use the Memorial Ground and, in the event of inclement weather, the Main Hall and kitchen of the centre, for a community picnic as part of the Great Get Together marking the anniversary of the death of the MP Jo Cox.

- 4) The Minutes of the meeting of 9<sup>th</sup> March and 11<sup>th</sup> April 2017 were proposed for acceptance by John Herrett, seconded by Richard Burr and duly accepted and signed by the chairman.

- 5) Matters arising not on the agenda. No matters arising.

- 6) Update on BBC "Any Questions"

Stewart McWilliam joined the meeting at 7:45 for this discussion.

The date of the broadcast has now been confirmed as Friday 28<sup>th</sup> July. The Parish Council have been informed and a notice placed in the Steeple and Street June edition.

Stewart will be the main organiser and will take main responsibility for coordinating and running the event supported by the Trust. Trustees agreed that Berny Higgins will be the Trusts main person and will liaise with Stewart, involving other Trustees as required.

Stewart will complete a hire agreement as organiser.

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Stewart confirms that the BBC have viewed floorplans of the Centre and are comfortable with it as a broadcast venue, there will be a final technical check 2-3 weeks prior to the broadcast but this is viewed as a formality. There will be a satellite outside broadcast truck positioned near to the centre to support the BBC broadcast team

Martin Fisher has agreed to provide lighting support. Stewart has begun the arrangement of pre broadcast refreshments at the Parish Lantern

Stewart has already organised for security and first aid support as required by the BBC. There will also be a requirement for additional stewards on the day for car park, direction of the audience into their seats and collecting audience questions for the BBC producers.

We need to source a carpet to sound insulate the stage. Berny Higgins to source this.

Ticketing.

Fire regulations limit the main hall audience to 150 people.

Circa 25 are required for the panel and associated broadcast staff.

The BBC expect local representatives of the 5 main political parties to be allocated tickets. BBC guidelines suggest that this is 5 per party (25). Due the relatively small size of the venue, Trustees agreed that this should be 4 per party making 20 places.

It was agreed that 15 places be reserved for Trustees, parish and local county councillors.

The remaining 90 tickets, would be allocated to Whiteparsih residents using a ballot basis if the application was oversubscribed.

Berny and Stewart will manage this process with email and application at the village shop and the ballot, if required, drawn made on 14<sup>th</sup> July.

After some discussion, it was agreed that there will be a post broadcast cash bar operating in the kitchen for those wishing to remain and socialise. The Trust would hold a private reception for the panel in the Cowesfield room to which a limited number of villagers will be invited.

**Action: Berny Higgins to lead for the Trust with Stewart being the prime organiser. Berny specifically to make TEN application, give Stewart a hire agreement and source carpet. Other Trustees to help as requested by Berny.**

7) Working Party Reports.

a) 100+ Club

- i) Delivery of renewal letters was agreed and Trustees all took a share and will deliver over the course of the next week.

**Action: All Trustees**

- ii) Arrangements for manning the fete stall were agreed.

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Action: Maggie Davis to bring signs, tablecloth, parasols, money box. John Herrett to bring, duct tape, membership list and stationery. Mike Hayday to collect money from shop in Richard's absence. Trustees to meet between 12:00 and 12:30.

Trustees thanked John Herrett and Richard for their work on the renewals.

- b) Car Park: Mike Hayday and John Herrett reported on progress so far, the car park should be completed on Wednesday 24<sup>th</sup>. Some additional cost may be incurred due to the need to raise a manhole cover in the gateway. We had some concerns over the softness of the finish due to excessive rain during the early days of the work. The contractor has assured us that this softness will quickly disappear. The new spaces created were examined by the Trustees and it was agreed that further fencing was not required on the sloped section but that this will be monitored.
- c) Centre Management and maintenance.
  - i) Booking a deep clean: after discussion it was agreed that the hall needed a clean by a local cleaner to raise overall cleanliness. Berny Higgins proposed that John Herrett be empowered to select a local company to carry out this work. Mike Hayday seconded, all in favour. Maggie Davis pointed out that the Junkers floor in the Main Hall needed to be cleaned. It was also agreed that we should review the windows in the Main Hall. The company last year not very satisfactory. Maggie Davis to check out Southampton based companies with equipment for high windows.

Action: John Herrett to organise local cleaners in liaison with Sid Twine. Mike Hayday to contact floor installer. Maggie Davis and Mike Hayday to liaise on Windows.

- ii) Update on assistance rail to enhance disabled access. Two local builder have been approached to quote but are not proving to be quick in response. Mike Hayday to approach Handy All Rounder and Eric Anderson.

Action: Mike Hayday to progress in getting quotes, Mike Hayday and John Herrett to confirm measurements to source rail for a fit only solution from local builders.

- d) Grounds
  - i) Update on playground refurbishment: Awaiting date from installer. Once the work is completed we will need a volunteer working party to treat and stain the refurbished multi-play unit.
  - ii) MUGA – booking update and provision of new padlock and keys: Darryl Parsons has advised the chairman that he is unable due to pressure of work to take a lead role in the grounds working party.

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Trustees discussed and agreed that it would be good to have Darryl remain on the team but that another Trustee would take the lead. Berny Higgins volunteered to take the lead. Trustees discussed MUGA charges and the need to obtain replacement keys and padlocks, re-brief the shop team and advertise the MUGA in the Steeple and Street. The village website is also inaccurate and needs updating. Trustees agreed to adjust the fees to allow for single tennis court bookings.

The new fees will be: Whole use of the MUGA £10 per hour. Use of one tennis court £5 per hour. Under 16s, 50% discount on above prices. Minimum hire time is 1 hour, increment 30 minute blocks can be added at a pro rata cost.

**Action: Berny Higgins to purchase replacement padlock and 6 keys. Maggie Davis to draft an advertisement in the Steeple and Street. John Herrett to correct web site and place new notice advertising the MUGA using copy developed by Maggie Davis.**

iii) Newt Survey update: Two more surveys required and when complete John Herrett will forward to County Ecologist. A maximum count of 4 Great Crested Newts have been recorded.

8) Finance update. Richard Burr updated the Trustees, the running rate on hires was marginally ahead for the centre and slightly behind for sports field but the cricket fee is outstanding and this will pull the rate back. Overall the cash position has deteriorated but this is due to the accrual for the expected car park refurbishment cost of £11,300 as well as the misleading nature of the 100+ club number for last year, which was a transfer. See appendix 1.

9) AOB.

Winter Ball date confirmed as 2<sup>nd</sup> December.

100+ club Christmas Party confirmed for 9<sup>th</sup> December.

**Action Mike Hayday to write to indoor users re leading on food provision for 100 + club party.**

Mike Hayday confirmed the cover for Sid Twine 2<sup>nd</sup> -5<sup>th</sup> June.

Friday 2<sup>nd</sup> Mike Hayday to confirm to Youth Group that no Trustee is available.

Saturday 3<sup>rd</sup> Birthday Party 11:00 – 15:00 (Main Hall) projector and sound system required and Cricket 13:00 to 19:00 Covered by Daryl Parsons

Sunday 4<sup>th</sup> No bookings

Monday 5<sup>th</sup> Art Lift 10:30 – 13:30 Main Hall Katrina Art Group 11:00 – 13:00 Cowesfield; Covered by Maggie Davis. JAMM 16:45 – 18:00 Main Hall. Covered by Maggie Davis

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(There is no evening booking)

John Herrett confirmed that all the arrangements for the theatre evening on 20<sup>th</sup> July were in hand, advertising to commence soon. To be on the agenda for 6<sup>th</sup> July meeting.

10) Future meeting dates

Thursday 6<sup>th</sup> July at 7:30 pm in the Main Hall.

Tuesday 5<sup>th</sup> September at 7:30 in the Cowesfield Room

Dates for October – January 2018 to be agreed on 6<sup>th</sup> July.

Appendix 1.

<b><u>Financial Update at 22 May 2017</u></b>			
<u>Income</u>		YTD	<b><u>2016 Accounts</u></b> <b><u>(full year)</u></b>
Hire fees	£	10,075	£ 15,162
Pitch Hire	£	1,265	£ 2,900
MUGA	£	45	£ 297
Rent	£	-	£ 50
Bank Interest	£	4,081	£ 3,478
100+ Club	-£	158	£ 5,329
Winter Ball	£	9	£ 1,857
Richard Digance	£	354	
Donations	£	-	£ 1,225
<b>Total Income</b>	£	15,671	£ 30,298
<u>Costs</u>			
Equipment/Major Repairs	£	11,300	£ 10,702
Field	£	2,371	£ 2,224
Utilities	£	2,880	£ 5,052
Insurance	£	-	£ 2,663
Rubbish	£	100	£ 200
Cleaning	£	1,205	£ 2,424
Admin	£	304	£ 535
Servicing/Maintenance	£	1,069	£ 809
General Expenses	£	802	£ 495
<b>Total Costs</b>	£	20,031	£ 25,104
<b>Profit/Loss</b>	-£	4,360	£ 5,194
Bank balance	£	34,314	£ 38,674