

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

**MINUTES OF TRUSTEE MANAGEMENT MEETING HELD ON**

**26<sup>th</sup> October 2017**

- 1) Welcome and apologies for absence.

Apologies received from Maggie Davis. No members of the public present.

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

- 3) Public question time and correspondence received.

Correspondence received via Mrs J Bell from Mrs Liliane Mansell, a recent visitor to the hall, regarding car park lighting had been actioned by the chairman with a Trustee approved response detailing the history of car park lighting.

Confirmation of the Trust's position regarding access for a new Skate Board park was sent to the Parish Council.

- 4) The Minutes of the meeting of 5<sup>th</sup> September 2017 were proposed for acceptance by Darryl Parsons, seconded by Richard Burr and duly accepted and signed by the chairman.

- 5) Matters arising not on the agenda.

John Herrett presented a proposed advert for the Steeple and Street asking villagers for ideas for a new village wide "signature event" as discussed during the 5<sup>th</sup> September meeting. After a short discussion Trustees agreed to place in December and January editions of the Steeple and Street and include on the AGM agenda.

**Action: John Herrett to place advert in Steeple and Street.**

- 6) Discussion on replacement of skateboard ramp.

Parish Council nominated Trustees reported that the Parish Council had agreed to support a proposed Skateboard Park to replace the existing ramp. The Trust has agreed to consider access for the builders to reach the current site. After some discussion regarding the suitability of the current location; John Herrett proposed that the Parish Council be informed that the Trustees, whilst maintaining the concerns expressed around access, would be prepared to consider other suitable empty locations on the Memorial Ground nearer to the Memorial Centre which might be easier to supervise. This would be subject to the uninterrupted running of current field sports, cricket and football, and the safety of skate park users. Seconded by Berny Higgins, all in favour.

- 7) Working Party Reports.

- a. Centre Management and maintenance.

- i) Main hall floor lacquering update. Moran & Sons are booked for Thursday 11th & Friday 12th January. All hall bookings have been cancelled for those two days and

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

no bookings taken for Saturday 13th & Sunday 14th to allow the lacquer to dry and harden.

- ii) Update on assistance rail to enhance disabled access. The chairman reported that a further 7 builders had been contacted, none of whom were prepared to quote. Trustees discussed the response to the additional access afforded by the new handstanding by the entrance which allowed visitors with restricted mobility to be driven close to the entrance. This appeared to make an expensive handrail superfluous, even if we could find someone to fit it. Trustees agreed that this item be deferred to the AGM when disabled access would be included in the agenda. Proposed by Richard Burr, seconded by Darryl Parsons, all in favour.

It was agreed that the chairman would hold a key to the main gates padlock. This means that emergency services have three key holders to contact should they need access. The chairman, Mr Twine and the village shop

**Action: Mike Hayday to inform emergency services.**

- iii) Kitchen refurbishment. No reports as Maggie Davis not at the meeting. Trustees resolved to ask Maggie Davis to obtain some fully itemised quotes from commercial installers for dishwasher, replacement/additional cabinets and water heater so that this item can be discussed at the AGM.

**Action: Maggie Davis to obtain fully itemised quotes and make recommendation to AGM.**

- iv) The Bowls club have reported that the cupboard door has dropped. They also believe that the kitchen sink needs sealing. John Herrett volunteered to examine the cupboard doors. If he is unable to redress the fault, he will contact Keith Billett for assistance. The kitchen sealing can be addressed when we decide on kitchen refurbishment.

**Action: John Herrett to adjust cupboard doors.**

**b. Grounds**

- i) MUGA –update. No issues, a collection of the hire fees before end of November to be carried out.

**Action: Darryl Parsons**

- ii) Painting of multi-play unit: A working party completed the work on 23rd & 24th September – bleaching and cleaning the woodwork, then staining the new uprights and previously-stained panels for the main multi-play unit. This then highlighted that the blue/yellow/red painted panels of the unit subsequently looked “weathered” and would benefit from a new coat of paint. Berny Higgins

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

proposed that we ask Handy All Rounder to give us a quote for this work,  
Seconded by Mike Hayday. All in favour.

**Action: Berny Higgins to contact Handy All Rounder and to arrange for a quote as well as asking them to quote to level the uneven paving slabs outside the Memorial Centre.**

- iii) Cricket update: The cricket club are disputing the increase in the hire fee for 2018. Trustees agreed to monitor the situation and not seek a replacement cricket hire until after the November meeting.
- c) Pond coppicing update: All in hand.
- d) Car Park update: Mike Hayday and John Herrett reported that the contractor has visited to carry out remedial works to the lower car park. At a subsequent very positive meeting with the new acting practice manager, Mrs Hilary Jenkins, it was agreed that further action was required to the car park. After clearly outlining the responsibilities for car park maintenance and usage as laid out in the lease, the Trustees and Mrs Jenkins were in agreement that there was no need to issue any formal statement regarding the car park repairs. Only a very few complaints have been received, mostly about the dirt caused when it is wet. Surgery staff will inform those patients who complain that we are in ongoing discussions with the contractor. The partners have a meeting on 31<sup>st</sup> October and will decide on how to handle the contractor at that time. Mrs Jenkins confirmed that the Partners now understand that they should expect to fund regular repairs of the car park and they will include provisions in their business plans. The damage to the wall by the car park was discussed. The practice do not know who caused the damage. They have taped the area for safety reasons. The Trustees confirmed that to their knowledge the wall is the responsibility of the practice. After a discussion the treasurer agreed to put a note in the accounts indicating that monies would be ring fenced for ongoing car park maintenance.

**Action: Mike Hayday and John Herrett to continue to liaise with Surgery.**

8) Winter Ball and 100+ club party update:

No Winter Ball update as Maggie Davis not present at the meeting. It was agreed that the 100+ Club party invitations should be sent via email where possible and that John Herrett and Berny Higgins would cooperate on this. The History Club have agreed to deliver the balance and Mike Hayday will liaise with them.

**Action: John Herrett to prepare invitations and work with Berny to email them. John to prepare invitations for printing and Mike Hayday to liaise with History Club.**

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

- 9) AGM agenda and advertising: The proposed agenda was discussed and amended and Mike Hayday to place in December Steeple and Street after Trustee approval.

**Action: Mike Hayday**

- 10) Finance update: Running rate on Centre rentals continues to grow being £2,000 ahead of 2016. This helps balance additional expenditure and loss on field activities. Draft accounts to be presented at next meeting prior to audit. A discussion on choice of auditor resulted in a decision to change for 2016-17. All Trustees to consider appropriate honorary auditors. Trustees agreed that if a suitable willing person was not identified, we would be prepared consider a professional auditor.

- 11) Cover for Sid and Hazel 27th December to 8th January. Most Trustees expect to be available and there are few bookings.

**Action: Cover to be decided at next meeting, Richard Burr to check bookings with Hazel Twine.**

- 12) AOB

Richard Burr reported that the footballers are behind with payments. Trustees decided to review action required if payment was not forthcoming this week.

Future meeting dates

Thursday 23<sup>rd</sup> November at 7:30 pm in the Main Hall

Thursday 4<sup>th</sup> January 2018 at 7:30 pm in the Cowesfield (CLOSED PRE AGM MEETING)

AGM Saturday 20<sup>th</sup> January 2018 10:30 am Cowesfield Room

Thursday 8<sup>th</sup> March 2018 at 7:30 pm in the Cowesfield Room