

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

MINUTES OF SPECIAL TRUSTEE MANAGEMENT MEETING HELD ON

18th September 2021

1. Appointment of Chair and election of other officers (Treasurer, Secretary etc.).

Mike Hayday welcomed Jackie Bishop to the Trustee committee. Jackie will take over as Booking Clerk over the next couple of months

Richard Burr nominated Mike Hayday as Chairman, seconded by Jim Bishop. No further nomination was received, accordingly a vote was taken and all in favour. Mike Hayday was duly confirmed as Chairman until June 2022.

Mike Hayday nominated Richard Burr as Treasurer, seconded by Jim Bishop. No further nomination was received, accordingly a vote was taken and all in favour. Richard Burr was duly confirmed as Treasurer until June 2022.

Mike Hayday nominated Julia Hayday as Secretary, seconded by Julie Bell. No further nomination was received, accordingly a vote was taken and all in favour. Julia Hayday was duly confirmed as Secretary until June 2022.

Action: Richard Burr to agree transfer of booking clerk role with Jackie Bishop.

2. Trustees to sign the register.

Trustees present signed the List of Trustees for the record. Absent Trustees will sign at the next management meeting.

3. Appointment of new bank signatories.

Jackie Bishop to become main Lloyd's bank account signatory replacing Berny Higgins. It was thought that the current two signatories for the Building Society investment account are sufficient.

Action: Richard Burr to arrange.

4. Finance update.

Interim accounts had been circulated to all Trustees. We have made an operating loss of £2,500 over the period since April 30th. However this has been offset by a further, final Covid 19 support grant, a partially successful insurance claim for business interruption and a grant of £5,000 from the Parish Council as support for the car park resurfacing. We have yet to make this payment (£21,500). We have also committed to a further Velux repair of the automatic openers at a cost of £775, a re-lacquer of the Main Hall at a minimum of £1,152 and other sundry items. Richard Burr cautioned that the Trust will need to carefully prioritise spending over the rest of our financial year as, despite a promising start, bookings will take some time to recover.

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

5. Maintenance updates.

a. Car Park update.

The car park looks much better after the completion of the work. The limestone dressing will need periodic raking and possibly annual topping up with new chippings.

b. Playground repairs and renovations.

Mike Hayday outlined the repairs and renovation needed and some indicative costs.

1. Replacement of the hexagonal climbing frame from £7,500 for a climbing frame on rubber mats, to £11,200 for the same item on Tiger Mulch, up to £18,400 for a slightly larger climbing frame from GB Sports and leisure.
2. Resurfacing with Tiger Mulch under the spinner, basket swing and infants slide £10,000
3. Painting the three swing sets, costs not obtained.
4. Cleaning moss from most of the apparatus.
5. Refurbishing the benches, Eric Anderson costs £460.00

Trustees agreed that a long term plan was required. The Parish Council have been very supportive via grants. However these were necessarily ad hoc and we need to give the parish council a more long term idea of what support is needed so they can discuss budgeting in the future. Some Trustees felt that the costs of a replacement item were excessive. Mike Hayday pointed out that leaving the structure in place was a safety issue. Trustees discussed taking the Hexagonal Climbing Frame down to make the area safe and bringing forward the playground inspection date to ascertain if we need to replace other surfaces in the immediate future. Other Trustees argued that the Play Area, whilst not income generating, was a major contributor to quality of life in the village, especially that of young children. Given the level of funds currently held they thought that the Trust could spend the amounts needed for this and some essential centre maintenance and still retain a healthy contingency fund. After some discussion, Trustees agreed to explore removing the climbing frame and bring forward the playground inspection in order to be able to better prioritise any work needed.

c. Main Hall lighting,

Trustees agreed that the flickering main hall lighting was very annoying for hirers and that the long term solution was to replace the current fittings with new LED fittings and lighting strips. The Cowesfield lighting, whilst not flickering, also needed assessing. Trustees also discussed the ambient lighting switches which were difficult to operate, leading to some hirers leaving them on by accident.

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

Action: Richard Burr to contact Kevin Edwards to get a firm costing on replacement LED hall lights and an assessment of the Cowesfield room ceiling lighting and ambient lighting switches.

d. Main Hall flooring

Trustees felt that the cupping may be diminishing. We will get an opinion from Moran flooring when they visit on w/c 25th October.

e. External fencing and cladding to main building.

Darryl Parsons's has provided the costs of the sections of fence which need replacing. The total cost back in the summer was £3,100. Trustees having decided to leave it until the car park was finished, now needed to agree a prioritisation of the work needed given that the costs will have risen due to timber price inflation. Trustees agreed to ask Darryl to re-examine the fencing and recommend which sections should be prioritised and which can be left until the spring when timber prices may have fallen.

The cladding is looking very bad in some areas. It is supposed to be maintenance free but it looks pretty rough. It might be tidied up with a power wash or need treating with cedar wood oil. Trustees agreed that we should contact some cladding specialists with a view of taking action in spring 2022.

Action: Darryl Parsons to review fencing and propose a plan for refurbishing as needed.

Action: Mike Hayday to contact cladding companies.

f. Painting of external metalwork to entrance.

The metal pillar and the frame of the entrance portico needs to be sanded down and repainted. It is very unsightly and will only deteriorate further over time. Mike Hayday may be able to source some discounted specialist paint but we will need to get someone to do the job.

Action: Darryl Parsons to explore Jacko Reid being available to do this work if we can supply the materials.

6. Fundraising events this autumn and spring.

Maggie Davis has indicated that she believes she can organise a Winter Ball. The target date is 4th or 11th December.

Action: Maggie Davis to proceed with organising with other Trustees to assist as needed.

7. Cricket club requests for additional outdoor storage space.

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

This item was deferred following the advice given by Maggie Davis prior to the meeting regarding the potential or ECB funding which may allow additional storage to be installed. Attached as appendix 3. Trustees agreed to discuss once the cricket club have more detail to share.

8. AOB

Berny Higgins displayed the portable defibrillator he has acquired via donation from Football Foundation and Premier League. Whilst he is awaiting the cabinet he wanted to agree the location. Trustees agreed it should go on the outside wall under cover by the external power source. The Trust will fund the installation. The defibrillator will, once installed, be registered with the first responders, the surgery and the ambulance service. The cabinet is locked with a code which will be available in the first aid cupboard and via the emergency services if an incident is reported.

Trustees thanked Berny for his work in getting the defibrillator.

Action: Berny Higgins agreed to progress installation with Kevin Edwards.

9. Dates of future meetings.

Thursday 30th September at 7:30pm

Wednesday 10th November at 8:00pm

Wednesday 9th December at 7:30 pm

AGM date

Saturday June 18th at 10:00 in the Cowesfield Room