

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

MINUTES OF SPECIAL TRUSTEE MEETING 9th JUNE 2018

1. Acceptance of minutes of April 17th 2018:

Acceptance of the minutes was proposed by Darryl Parsons, seconded by Berny Higgins, all in favour.

2. Matters arising

- a. Installation of Magnaclean device to central heating. It was agreed that we would await the quote and advice from John Waldron before taking a final decision
- b. MUGA: Maggie Davis confirmed that she has spoken to the staff at the shop regarding a more effective control and recording of MUGA key hires. She will collect any money held at the shop during the week.
- c. Fete: Mike Hayday, Julie Bell, Maggie Davis, Richard Burr and John Herrett confirmed availability on the day. Mike Hayday will bring his Gazebo and set up at 11:00.
- d. 100 Club renewals: John Herrett will take over the data base to chase renewals whilst Richard Burr is on holiday. Trustees had agreed to make the June and July draws at our July 19th meeting. However it was agreed that it might be better to delay the draw until Richard returns from holiday.
- e. The 100+ Club party will be held on December 15th. We will have a hot supper and agree the ticket price at our July meeting. (Last few years £6 will increase to £7 or £8 TBD)

3. 2018 project update.

No major updates not already covered except for Darryl Parsons's confirmation that the fence on Romsey road will be completed this month.

4. Any other business.

Trustees discussed the reaction of the members of the public to our research into how to proceed post Sid & Hazel. It was agreed that we would move to some form of self-access to reduce caretaker hours needed.

Trustees were torn between a low cost approach using key loans or a more expensive, complete, technical solution which future proofed hall access and removed key loss risk.

It was agreed that we would pursue having a twice weekly clean from a cleaner or contract cleaner rather than expecting a caretaker or a rota of user groups to carry out this role.

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It was also agreed we needed a more specific and focused advert which indicated what we required from a managing caretaker such as:

Daily morning unlocking and post last hire locking.

Managing the servicing of the hall by liaising with contractors carrying out door, fire and intruder alarm, CCTV, central heating, fire extinguisher and other services, being available for service visits.

Managing cleaners and carrying out regular checks to ensure that the hall and services within the hall are in good condition.

Action: Darryl Parsons and Berny Higgins to develop job specification, liaising with Sid to ensure most tasks are covered. Advertisement(s) for Steeple and Street, village notice boards and local press will also be developed. Circulating adverts for comments but targeting S&S July issue (21st June copy date) and recommending local press etc. advertising dates.

It was agreed that a sub group consisting of Mike Hayday, Berny Higgins, John Herrett and Richard Burr would look at self-access solutions and make a recommendation to the wider group. User group feedback would be sought at a more advanced stage.

Action: Mike hayday to agree meeting date for week commencing 18th June onwards. Richard Burr to research insurance issues ASAP.

Trustees agreed to set a date in late July early August to reorganise chair and table storage. This will need to be at a time the centre is not in use.

Action: Mike Hayday to circulate potential dates.

Trustees discussed the need to reorganise and clean the outside store to allow some stage units to be stored there as it is thought that there will not be enough room in the main hall store room to accommodate tables, chairs, cleaning equipment and stage whilst allowing access from the changing room area.

Action: Daryl Parsons offered to organise this with the cricket club and Handy All Rounder ASAP.

Football fees will need to be agreed at the July 2018 meeting.

5. Dates of future meetings.

Thursday 19th July at 7:30 pm in the Cowesfield Room

Thursday 6th September at 7:30 pm in the Main Hall

Thursday 25th October at 7:30 in the Main Hall

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Winter Ball 1st December 2018

100+ Club Party 15th December 2018