

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

MINUTES OF TRUSTEE MANAGEMENT MEETING HELD ON

6th September 2018

1. Welcome and apologies for absence.

Apologies received from Darryl Parsons, two members of the public present

2. Declarations of interest: John Herrett, Mike Hayday and Maggie Davis declared a pecuniary interest in item 10 as they are committee members of clubs hiring rooms in the centre.
3. Public question time and correspondence received.

A member of the public formally expressed his thanks to Sid and Hazel Twine for their support in helping the centre become established and their personal kindness to hirers.

The Chairman of the Parish Council gave the Trustees a full update on progress in the building of the Skate Park on The Memorial Ground. He in particular stressed that the HERAS fencing around the site would be sited at the agreed safe distance from the football pitch. He urged that Trustees contact him directly if they have any concerns. He requested that a football fixture list be provided. Trustees have already given a printed list to the Parish Clerk and it was explained that fixtures were booked for every Saturday and Sunday for the season from all three clubs using the ground, although these are subject to variation at short notice.

Action: Berny Higgins to email fixture list

Correspondence has been received from a member of the public asking for Trust volunteers to assist in setting up and clearing of church lunches. The Trust has formerly responded by reiterating our Hire Agreement conditions and encouraging the organisers to seek community volunteers to assist them.

Wessex HIVAC have confirmed that they have ceased trading, alternative boiler service and emergency cover has been arranged.

A request to consider reinstating the MUGA membership proposal has been informally made to the Trust. No members of the public attended the meeting to propose this or state how it can improve current MUGA underuse and key and padlock abuse issues. Trustees therefore have nothing to respond to at this time. A new MUGA lock has been sourced.

A community football training programme will run on the Memorial Ground, avoiding the pitches on selected weekday evenings. No Centre use is required and there is no fee involved.

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4. The Minutes of the meeting of 19th July were proposed for acceptance by Berny Higgins, seconded by Maggie Davis and duly accepted and signed by the chair.
5. Update on action points from closed meeting of 6th August. All actions have been completed. Mike Hayday will act as booking clerk from 7th September to 21st September, John Herrett will take over from 22nd September to 6th October
6. Matters arising from both meetings not on the agenda. Berny Higgins confirmed that unauthorised signs had been removed from the centre fences. Trustees agreed that any unauthorised signs would be removed and destroyed.
7. Key distribution and update on reaction from regular hirers.

Key distribution is well under way and hirer acceptance and cooperation has been good. Only a few commercial hirers have yet to return signed Hire Agreements and pay key deposits. Trustees agreed that should a hirer arrive for a booking without having paid the deposit or signed the Hire Agreement, they would be given one hire grace and if payment was not forthcoming, bookings would be considered cancelled. Cricket club and PPG key loan status is yet to be confirmed.

Richard Burr distributed new master keys to all Trustees present.

The Key Register will be maintained on the Trust Google Drive.

Action: Richard Burr to send Google Drive and Google Calendar links to Maggie Davis and Julie Bell.

8. Confirmation of cover to 25th November- Trustees reviewed and confirmed their cover commitments up to 26th October as outlined on the Google Drive cover summary.

Football on 27th October is TBD, cover to be agreed. Maggie Davis will cover U3A booking on 1st November (10:00 to 11:00)

Winter Sale set up on 1st November and sale day on 2nd November TBD.

Action: Richard Burr to write to winter sale hirer outlining new set up and offer key loan. He will also outline our policy regarding parking on the Memorial Ground. Provisionally, Maggie can cover part of this event and we may need other volunteers on the day to supervise parking etc.

9. Cleaning contractor update: Cleaners had overrun allocated time of 8 hours and worked an extra hour. Mike Hayday had reviewed and felt that the quality was good, particularly in the changing rooms. Trustees thanked Maggie Davis for organising the cleaning contract.

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Action: Maggie Davis to contact company to clarify future schedule and if further deep cleaning required.

10. Centre Hire fee increase and Cricket fees 2018-2019 seasons:

Trustees discussed the need to increase hire charges as expressed at the EGM in June. Richard Burr confirmed that overall hire revenue for the centre was running at £18,000 to £19,000 per annum. Pitch hires at £4,000. Costs of utilities (gas, water electricity) and essential maintenance have increased and we will incur additional costs due to the change in caretaking and cleaning circumstances. Overall we will need additional income of at least £4,000 per year to maintain reserves. Prices have been held at £10 per hour since 2014, during which time we have absorbed cost increases. Major expenditure will be required in 2019 or 2020 to redecorate the Centre. A discussion followed regarding the scale of increase and the timing. Trustees aligned around an increase to £12 per hour. There was a debate on when the increase should apply from, most commercial hirers have already set class rates and clubs and societies subscription rates, it was agreed that they will need good notice.

An increase to £12 per hour for all new hires taking place from January 1st 2019 was proposed by Maggie Davis and seconded by Julie Bell – All in favour.

Action: Berny Higgins to prepare announcement for S&S October edition, circulating to Trustees ASAP.

Trustees discussed the 2019 season fee for WCC. 2018 fee was £1650, Darryl Parsons recommended a fee increase to £1,700 (3%). Trustees felt that in the light of a 20% increase in centre charges, given that the cricket club reserve the Cowesfield room for 6 hours on Saturday's for 22 weeks (162 hours) a fee increase should reflect the increase borne by other centre hirers. It was also pointed out that current costs of all outside activities were not covered by combined pitch fees and that large increases in material costs had been incurred this year. Football hire rates have increased by between 9% and 12.5%

After much debate, Berny Higgins proposed a fee of £1750, the same absolute increase as 2018 over 2017 amounting to a 6.1% increase. Julie Bell seconded - Majority decision with two abstentions.

Action: Darryl Parsons and Berny Higgins to prepare Hire agreement and rationale for 6% increase.

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11. Electrical Circuit testing and emergency lighting testing

Maggie Davis confirmed that Sid had called out Kevin Edwards regarding a fault in the lighting which turned out to be a defective battery. Kevin has fixed the immediate issue but new parts are required.

Action: Maggie Davis to arrange for permanent fix to be made.

We are required electrical Fixed Wire Testing in early 2019, 5 years after the building was commissioned. This is a legal requirement and will ensure that we have the required up to date Electrical Installation Condition Report (EICR). A satisfactory EICR report ensures compliance with the Health and Safety at Work Act 1974 and the Electricity at Work Regulations 1989. The test will require the centre to be closed for 2-3 days. Trustees agreed this work was required and that it was best done in down times over Christmas or at a weekend in January.

Action: Maggie Davis to seek quotes from Kevin Edwards and other electricians with a view to carrying out the work with minimal disruption to hires.

We are also required to fully test the emergency lighting systems once per year, three hour test, and carry out a smaller test every month, recording the results and dealing with any faults.

John Herrett proposed that the caretaker and Trustees are able to carry out the monthly tests recording the results in a log book. Mike Hayday seconded – all in favour.

Action: John Herrett and Mike Hayday to initiate testing and set up record book.

Richard Burr has a quote from Wessex who can test emergency lighting for £95 by combining with fire alarm tests. Mike Hayday proposed that we accept this quotation, Maggie Davis seconded-all in favour.

The service for the automatic doors is overdue. Whilst we are not legally required to maintain the doors, failure to carry out service will mean we will not be complying with BS EN 16005 by maintaining the doors in accordance with the guidance from the manufacturer. However the law does not specifically state that the doors need to be serviced but failing to maintain them so they are safe in use would lead to a court penalty if there was an injury.

A service contract with PowerADoor, who have repaired and serviced the doors in the recent past, will cost £330 ex VAT per year for two service visits. Emergency call out and fault rectification are charged separately.

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Trustees felt we should get the doors serviced but that this cost was high and alternatives should be sought.

Action: Julie Bell to seek alternative quotes, Mike Hayday to pass on all details of the door and PowerADoor contact details.

12. Finance update: Trustees discussed the update provided by Richard Burr. Income for the 9 months to 31st August was in line with last year and the period showed a surplus of £1,117. This was excellent as we have expenditure of £10,000 plus on the new kitchen, final car park payments and other non-standard maintenance items. Whilst it is too early to judge the additional water and electrical costs of the new kitchen equipment, overall utility costs are ahead of last year.
13. Winter Ball – To be covered at 25th October meeting
14. 100+ Club update: The draw for September was made after the meeting closed. Party preparation to be covered at 25th October meeting.

Berny Higgins left the meeting

15. Future meeting dates up to June AGM

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

Winter Ball 1st December 2018

100+ Club Party 15th December 2018

Thursday 10th January 2019 at 7:30 pm Cowesfield Room

Saturday 9th March at 10:00 am in the Cowesfield Room

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

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

16. AOB

Mike Hayday reported that a mole trap had been handed in at the village shop and that moles have been active by southern edge of the football pitch near the skate park.

Action: Maggie Davis to contact mole man ASAP

Forest Forge Theatre group have contacted the Trust with available pantomime dates in December and January. Unfortunately these are all on midweek nights with bookings.

Action: Maggie Davis to contact in early 2019 to explore possibilities for next Christmas.

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Richard Burr clarified the availability of changing room door keys. Two keys will be placed in the caretaker cupboard on the key board for temporary loan to footballers allowing them to secure possessions whilst playing.