

MINUTES OF THE ANNUAL GENERAL MEETING

SATURDAY 20th JANUARY 2018 AT 10.30 AT THE MEMORIAL CENTRE

1. Welcome and apologies for absence.

5 Trustees were present

Mike Hayday (Chairman), and John Herrett both Parish Council nominated for 1 year. Berny Higgins, elected (outdoor users) 2 years remaining. Maggie Davis elected (indoor users) 1 year remaining. Darryl Parsons elected (outdoor users) 1 year remaining.

Apology received from Richard Burr (Treasurer) Parish Council nominated for 1 year. Richard is recovering from a recent operation, Trustees and members of the public present wished him a speedy recovery.

13 members of the public present.

2. Declarations of interest:

No declarations of interest.

3. Approval of Minutes of the Memorial Trust AGM, 28th January 2017.

The approval of the minutes was proposed by Darryl Parsons and seconded by John Herrett. The Minutes were formally accepted by the meeting with a unanimous vote and duly signed.

4. Matters arising.

The chairman reported on those matters arising from minutes from the AGM of 28th January 2017 not covered in the Chairman's/Treasurers reports: The advert for WP heating oil in the Steeple & Street offering a payment to the Memorial Trust for each order has been removed as this is no longer offered

5. Chairman's Annual Report for the Memorial Trust.

The Chairman delivered his annual report. Copy attached as appendix 1.

6. Treasurer's Report and presentation of accounts for the year ending 30 November 2017.

Darryl Parsons delivered the annual report on behalf of the Treasurer. Copy attached as appendix 2.

There was a short discussion regarding the proposed change of Financial Year timing to alter the Year end to April 30th. A member of the public asked for clarification on whether all Trustees were prepared to serve until May 2019. This is covered in item 12.

7. Approval of Accounts for year ending 30th November 2017

Approval of the 2017 accounts was proposed by Berny Higgins and seconded by Maggie Davis. All in favour.

8. Questions from the floor.

A member of the public complained that when booking the MUGA for tennis the nets had not been put up correctly, that the winding handle was missing and the gate was difficult to lock. She asked why the nets could not be left in situ at all times.

Berny Higgins responded on behalf of the Trust: He has located the winding handle and has correctly installed the nets. The Trust were aware of the issue with the damaged gate and we are awaiting repairs. He pointed out that the MUGA, was a multi-use sports area and the tennis nets are therefore removed when it is used for other activities. Users are asked to replace the nets and leave slack before they leave. Regrettably this is not always the case. We will therefore be installing signage to remind users of this obligation.

There followed a discussion on whether the MUGA should be left unlocked and free to use. Trustees responded that whilst the MUGA was always locked to guard against theft and vandalism, we had experimented with a free of charge policy but this in fact resulted in fewer people using the facility. Whilst the MUGA made a very small contribution this year it was up on last year mainly due to the additional use due to wider advertising and the improvement in the surface due to the regular maintenance now carried out. Nomansland was cited as an example of an unlocked tennis facility locally. Trustees pointed out that CCTV protected the Nomansland courts. This would be difficult and possibly expensive for our MUGA as there is no power supply and no permanent staff to monitor footage. Trustees also had doubts as to practicality, for instance it would not be possible to take bookings with an open court policy and this might deter regular users. However they agreed to talk to Nomansland Sports Club about their open door policy.

Members of the public wondered if the MUGA was advertised enough, did villagers, particularly new residents, know what a MUGA was, did villagers know they could book the MUGA for children's parties? Some members of the public commented that villagers should understand that if the MUGA remains with a low level of use, the Trust may not be able to continue with its upkeep. It was agreed that Trustees would prepare an article on the MUGA for the Steeple and Street

explaining these issues and describing the MUGA and make this available for Jane Legat to give out with her “welcome to the village” pack.

Various members of the public raised the issue of the Car Park repairs. Many thought that the repairs were inadequate, particularly in the lower part of the car park. There were also numerous complaints regarding the muddy nature of the finish when it is wet. Many members of the public thought that the contractor had not carried out the works properly.

The Chairman responded on behalf of the Trust. He pointed out that the Trust has a shared responsibility for the car park along with the Surgery which leases the lower end from the Trust. The Surgery decided to repair the damaged lower end with a surface similar to the then existing material rather than have a more permanent solution such as concrete or tarmac. The Trustees decided to extend this to the top part for consistency and add hardstanding beyond the field gate to enable vehicles to get closer to the Centre. The contractor used was a large and reputable company who carried out similar work for the Forestry Commission in the New Forest. Both the Surgery and the Trust were not happy with the original work. The contractor carried out remedial works at the Surgery and Trusts request in September. Despite this the work has not proved to be as durable as expected.

We will work with the Surgery and the Contractor to try and improve matters.

The works last year cost the Trust some £11,000 plus. (The Surgery and Trust still owe the contractor for part of the work) The type of surface used is similar to that used around the New Forest for car parks. It is not as durable as hard surfaces such as concrete or Tarmac. However it is in keeping with the rural nature of its surroundings.

Tarmac costs would be in excess of £35,000 excluding any drainage solution required and may require planning permission. It is unlikely that the Trust and Surgery could afford such a solution.

Members of the public requested that the Trust approach the Surgery and outline their complaints and comments regarding potholes and mud.

Various comments were made regarding suitable finishes used in some domestic driveway surfaces in the village. A member of the public also commented that tarmac was not environmentally friendly.

The chairman pointed out that the level of use at the lower end of the car park could not be compared with a domestic situation. Most damage occurs when vehicles with power steering were manoeuvring into parking spaces. He undertook

to pass on the public's comments to the Surgery Practice Manager. He asked for patience as there could be no quick fix.

Trevor King, Chairman of Whiteparish Parish Council, thanked the Trustees on behalf of the village for all their work maintaining the Memorial Centre and Grounds.

Mr King also pointed out that the funds contributed by the Parish Council for the playground had come from R2 money rather than the Community Infrastructure Levy as stated in past Trust minutes. The Chairman thanked him for pointing out this error.

9. Discussion on projects for 2018

- **Refurbishment of Kitchen by purchase and fitting of commercial dishwasher, water heater and additional cabinets.**

Maggie Davis presented a range of options using a slide show to illustrate these options to villagers present.

- Commercial dishwashers ranging from £1,500 to £5,000: She recommended that we should have a large but simple to operate machine with a 3-5 minute cycle time and a pre-dosing system which would mean users would not have to load detergent and rinse aid into the machine. Such a machine could also be used to warm plates if required. She proposed a site by the service hatch into the Cowesfield Room. She also advised that refurbished machines offered good value, especially if a longer warranty could be negotiated.

Villagers expressed support for the installation of a commercial dishwasher and discussed various options for positioning taking into account practicality and safety. It was agreed that whilst all users would not use regularly, it might help attract additional hires. There was some discussion on running costs and general agreement that it would be preferable not to have a set fee for dishwasher use as it complicated booking. It was pointed out that hire charges have not increased since the hall was opened. Maggie Davis stated that running costs were in the region of 30-40p a load and that Trustees would rather hold an additional fundraiser rather than increase hire fees just for dishwasher use.

Given the support expressed, Trustees will move forward on the purchase and installation of a suitable machine.

- A Quooker type hot water system for use making tea and coffee and for cooking. Maggie explained that these systems were safe and efficient,

replacing urns and kettles which would be made available for occasional use should we install a water heater. The cost would be around £1,500 and would include a water softener. Members of the public asked questions about cost of use, which would be in the region of 30p per day with the unit going to sleep after two hours of non-use, they asked about safety both in terms of the potential for accidental burns and of the hygiene factors of reusing already heated water. Two members of the public had experience of using such a system and were able to reassure others on safety from accidental splashing. Maggie explained that the water stored was sealed and under pressure and effectively sterile as it was heated to 110c. One member of the public worried that the water would be tasteless if not fresh. Most agreed that a system would be most useful for the fete and other major events. As the unit could provide hot water for pasta and vegetable cooking it would speed up that process if required. In summary members of the public thought this a useful addition to the Memorial Centre Kitchen, of lower priority to the dishwasher and agreed that the Trustees should make the final decision.

- Maggie also presented some options for plate warmers, some groups may find this useful, however the majority view was that the dishwasher would meet that need.
- A request had made for the Trust to consider a hot cupboard to keep food prepared off site warm. This would be useful for Church Lunches and Harvest Supper type events as well as the occasional functions run by some clubs. The cost was £600 - £836 depending on model. There would be some issues about siting such an appliance and the storage of a portable version. After a discussion it was agreed this was a low priority given the amount of use expected and the potential loss of cupboard space.
- Maggie also presented costs for a typical commercial range cooker. This would be in the region of £1,500 and would take up additional space equal to one 600mm cupboard. Regular users had expressed some concerns over the loss of cupboard space. In a short discussion, members of the public agreed that this was not a priority at present unless Trustees could find the budget for both the cooker and additional cupboard space.
- Maggie Davis presented some cabinet costs, £400 - £600 with locks. In summary it was agreed that Trustees will get some further kitchen layout advice and costs but will install a dishwasher, obtain more information on the water heaters in terms of siting and hygiene safety. Should the cooker and associated additional cabinets be affordable that will also be considered as a third level priority.

- **Memorial Centre access improvements.**

John Herrett explained the background around recent access improvements. He outlined that earlier in 2017 one user group had made a written request for a handrail and vehicular access closer to the building on behalf of less mobile guests. The building was new and met all the requirements laid down for disabled access. Nevertheless, Trustees had attended a meeting of the group and reported that one individual needed easier access, probably from closer to the centre and others would appreciate a hand rail to take rests whilst using the footpath. Other user groups had been canvassed none of which expressed a desire for a hand rail or additional access. Trustees resolved to extend the car park resurfacing to provide additional access on demand to groups with less able attendees and to obtain some advice and quotes for handrails.

The new extended hardstanding is providing a clear benefit to less mobile users.

We have had no other requests since February.

He presented some pictures of the type of handrail which would be required and explained that despite approaching a number of builders we had only been able to get one quotation (£1890 plus VAT) which did not follow our specification in a number of ways.

A discussion followed in which members of the public made a number of points.

- Could a simple wooden rail such as that in the churchyard be installed? Trustees responded that this would not meet current regulations for assistance rails.
 - Members of the public stated that any less able users would have walking sticks or frames and would not be able to use a handrail. However they asked if groups could make a standing instruction that the gate was unlocked for their meetings. Trustees stated that this was the case and Mr Twine or attending Trustees would open the gate on request.
 - Members of the public agreed that the disabled rails were ugly and costly and not required at present. The Chairman thanked them for their views and agreed that this would not be progressed any further.
- **Other Projects.**

John Herrett and Maggie Davis will be looking at some additional lighting in the Main Hall to help hirers create a gentler ambience for parties, balls and other events. Members of the public agreed that the hall could be a little stark. Some described other village halls who used internal marquee

type awnings to help create atmosphere and disguise the height of sports halls. It was agreed that this will be pursued further by the Trust.

10. Public vote on any resolutions from the floor.

There were no resolutions from the floor.

11. The nomination and election of Trustees.

The Chairman confirmed that all three Parish Council nominated Trustees have been re-nominated by the Parish Council.

The chairman advised that all other Trustees have 1 or 2 years left to serve.

The Chairman also confirmed that he will step down in June 2019 having served three and half years.

The Trustees and their current status was confirmed as.

Name (office)	Status	Remaining term of office
Mike Hayday (Chair)	Parish Council Nominated	1 year
Richard Burr (Treasurer)	Parish Council Nominated	1 year
John Herrett	Parish Council Nominated	1 year
Berny Higgins	Elected	2 years remaining
Darryl Parsons	Elected (Outdoor Groups)	1 year remaining
Maggie Davis	Elected	1 year remaining

All Trustees have agreed to serve until the June 2019 AGM.

12. Any other business.

No other business raised.

The Chairman thanks the public for their attendance and closed the meeting.

APPENDIX 1

Chairman's Report AGM 20th January 2018

2017 has been a successful year for the Trust, our Treasurer will give the financial details in a few minutes.

He will confirm that overall booking for the centre and the sports grounds are better than last year. We do, like most village halls have spare daytime capacity and we would like to see the MUGA used more widely. On behalf of the Trustees I thank all those villagers who have used the centre or the outside sports facilities, either by supporting a local club or society, playing football or cricket or holding your family celebrations in the centre.

We have this year completed a number of key projects and hosted some new events.

- Car Park resurfacing
- Refurbishment of the Children's play area, this included the refurbishment of the large multi-play unit and the gravity bowl spinner and the installation of two new pieces of equipment, a toddler roundabout and a zig zag balance beam activity trail. The new equipment was financed by a grant from the Parish Council and I would like to publicly thank the Parish Council for their generosity. Part of the remaining cost was funded by the 2016 Winter Ball which was brilliantly managed by Maggie Davis and her hardworking ball committee.
- We have installed the new bench funded by a generous donation by the Breakaway Club.

Improving the Centre and Grounds requires a constant funding stream and this year we have been very active in generating funding for future projects with fund raising events.

- Richard Digance entertained us all on a cold February evening, warming us all up with his witty songs. Many thanks to Berny Higgins for organising this event
- We welcomed the Watermill Theatre Company from Newbury in July. The evening was a great success and we are hopeful that they will return later this year. We extend our thanks to John and Di Herrett for organising the event and entertaining the Theatre Company.
- The Memorial Centre also hosted BBC Radio 4's "Any Questions" in July providing good exposure of both the Centre and the village to a wider public. Many thanks to Stuart McWilliam for the work he put into attracting the BBC and in the organising and hosting of the event itself.
- The Trustees again supported a Winter Ball to raise funds this year. It was a great evening and raised a wonderful amount of money to help with 2018 projects. Many thanks to all who helped to plan and run the event. Particular thanks to Maggie and Dean Davis, Sarah Skeates, Michaela Toms, Jackie Bishop, Helen Higgins, Mel Davies and her catering team and all those who helped set up the room and clear up afterwards.

We are very grateful to all the 100 plus club members who have helped via their donations and in attending the Christmas Supper party. Thanks again to the Winter Ball committee who also helped run the Christmas party.

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
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The Breakaway Cub also generously donated £150. Many thanks to Sue King, Barbara Jones and all of the breakaway club.

The Memorial Ground has looked at its finest this year thanks to the efforts of our ground maintenance team, Richie Hamblin and Ben Armstrong of Handy All Rounder. A special thanks to James Rogerson, the mole man, who has voluntarily dealt with any moles which appear.

Looking forward to 2018 we plan to:

- Carry out maintenance to the main hall floor in January, with a complete re-lacquering which will require a closure for 4 days.
- Add additional kitchen equipment using reserves and money raised by the Winter Ball. We welcome input from you all later in the meeting as to the scale of the refurbishment.
- Further review the assistance required by our less able guests to enter the Centre. We provided a new entrance hard standing to enable people to be dropped off close to the Centre. Users can request that Mr Twine open unlock the gates to obtain entry.
- Develop a plan for redecorating the Centre.
- Develop a plan for the existing fitness equipment on the Memorial Ground.

No review of a Memorial Trust year can pass without recognising the two most important people who support the Trusts activities year round, Sid and Hazel Twine. Hazel keeps the booking system going, often going the extra mile for potential and regular hirers. Sid is quite simply amazing, he turns out whatever the weather, setting up the rooms and helping all our hirers run their events.

Thank you Hazel and Sid on behalf of the trustees and all the Centre users.

Finally, I thank all my fellow Trustees for all the work they put in and the excellent advice they give the chairman.

APPENDIX 2

AGM 2017– Treasurer’s Report 2018 AGM – Treasurer’s Report

As Mike has said – a successful year for the Trust – and a successful year financially as well despite the Accounts showing a deficit of £1724.

The key message is that we were able to spend over £10,000 on the car park and £7,000 on the play area and show a deficit of under £2,000 for the year.

This healthy situation is due to continued growth in Centre bookings – up 24% on last year (the biggest growth area being party bookings) and successful fund raising from the 100+ Club, Winter Ball and the other events Mike mentioned.

Key financial highlights from the Accounts:

- Centre hire income £19k compared to £15k last year
- Cricket and football hire £4k compared to £3k – due to more football matches.
- 100+ Club £2.6k – last year’s £5k represented 2 year’s contribution.
- Winter Ball nearly £2.5k in the accounts but with a final profit figure of £3.3k
- Bank interest £5k from our Endowment funds

More details are provided in the Report & Accounts themselves and I would be happy to take any questions on the financial aspects of the Trust.

Before we formally approve the Accounts, the Trustees have recently been considering changing the date of the Trust’s financial year from 30 November. The reason is that this date means that reporting figures for our two biggest fund raisers – the Winter Ball and 100+ Club are not clearly reported as their timetables are different.

The reported Winter Ball figure effectively represents just the early ticket sales and the 100+ Club year runs from June to coincide with the Fete when many people re-join on the day. So the 100+ Club contribution includes all the current year’s membership fees but more of last year’s prizes than this year’s.

Changing the financial year to 30 April would avoid reporting only part of the Winter Ball income and would only be one month different from the 100+ Club year. This would mean that the AGM would move from January to June.

This would require an Extraordinary Meeting to be held in June this year to receive and approve interim accounts for the 5 months from 1st December to 30 April and then the 2019 AGM will be held the following June and thereafter.