

MINUTES OF THE ANNUAL GENERAL MEETING

SATURDAY 23rd JANUARY 2016 AT 10.30 AT THE MEMORIAL CENTRE

1. Welcome and apologies for absence.

Apologies were received from Mary Bithell (Youth Group), Darryl Parsons and Maria Pennington (Parish Clerk).

All Trustees were present:

Sidney Roberts (Chairman), elected, term complete. Geoff Mortimer (indoor users) elected, term complete. Berny Higgins, elected (outdoor users) 1 remaining year. Mike Hayday, Richard Burr and John Herrett all Parish Council nominated for 1 year.

16 members of the public present.

2. Declarations of interest:

No declarations of interest.

3. Approval of Minutes of the Memorial Trust AGM, 24th January 2015.

Mrs S King stated that she recalled asking for a list of Trustees and their status to be displayed on the premises. Trustees apologised if an error had been made and agreed that this issue would be minuted and dealt with under agenda item number 9, resolutions from the floor.

The approval of the minutes was proposed by Mr C Iles and seconded by Mrs J Munro. The Minutes were formally accepted by the meeting with a unanimous vote.

4. Matters arising.

Mrs P Mortimer raised the question of the repair and maintenance of the car park.

The Chairman explained that the responsibility for the car park was shared between the Trust and Whiteparish Surgery. Initial informal conversations have been held between the two parties and advice sought from a number of contractors and this was ongoing.

Dr Peter Claydon expressed the view that the surgery lease needed to be renegotiated due to the sale of two building plots adjacent to the surgery.

M Hayday responded that the Trust could not comment unilaterally on the lease, no approach had been received from the Whiteparish Surgery regarding the lease

and this was not an appropriate forum to discuss such an issue, especially as no representative of the Whiteparish practice was present. R Burr pointed out that the surgery have continued to pay the annual rent, indicating no desire for any renegotiation.

Questions from the floor.

Mrs A Boakes asked on behalf of the Tennis players who they should contact about faults noted at the MUGA, such as damaged nets and nets not being left up. B Higgins confirmed that he was the Trustee responsible for the MUGA. Repairs to the tennis nets were in hand and we have made it a condition of hire for football users to replace the tennis nets at the end of their hire.

Mr C Iles on behalf of Indoor Bowls supported the point made on knowing who to contact, in the case of the indoor bowls club this was about locking up when the caretaker was not immediately available.

The Chairman stated that the Trust would consider the point made by Mrs Boakes and Mr Iles and informed the meeting that a new notice board would shortly be erected outside the hall and, subject to the agreement of the meeting under agenda item 9, would have contact details.

Mr Iles raised the subject of car park lighting, asking that the Trust revisit the decision made last year.

The Trustees responded that this topic had been thoroughly addressed last year. As the original lighting proposed when the hall was constructed had been rejected by the planners, an informal pre-consultation had been made with the County Ecologist. The low level lighting solution the ecologist stated that she would not oppose had been costed. The opinions of villagers had been sought on the project and after much discussion at a trust meeting on 20th October, the majority view of those who expressed an opinion was that the proposed lighting offered little value for money given the limited lighting that would result. As this decision had already been made with all the facts available and with no additional information having been provided, the decision would stand.

M Hayday confirmed that the original three external light bollards have been replaced with new brighter lights, in addition the surgery have confirmed that the external lighting on the surgery building will remain on until 10.00 pm. It was hoped that this would result in improved light conditions.

Mr Iles stated that the heating in the main hall was inadequate, with cold air sometimes blowing and the temperature being too low. He stated that this might

be due to the heating being for a sports hall at a temperature of 19C. Other hall users supported Mr Iles comments.

Mrs L Palmer, stated that the main hall heating system was not a specific sports hall system, being designed for a multi-use environment. Hot air systems were the solution recommended by the architects as being suitable for so large a room.

Trustees agreed to review the heating settings and operational manual with Mr Twine, contacting the manufacturer as necessary.

Mr Iles reported that the Hall postcode was not included on the Hire Agreement.

Trustees agreed to review.

Mr Iles asked that the Trustees make a point of thanking Mr Twine for all the work he does over the year. This was enthusiastically supported by all those present.

Trustees entirely agreed with the sentiments expressed and were pleased to report that they had been able to increase the stipends given to Mr and Mrs Twine, recognising the invaluable service and support they give in the running of the centre.

Mr Iles asked if there was any possibility of user groups who need to leave before the end of their hire, before M Twine returned to lock up, being given a key. He also asked what would happen should if Mr Twine was unexpectedly incapacitated.

Trustees responded that the Trust policy was not to give keys to user groups and for security and insurance purposes this will not be changed. A spare key is available to Mr Twine to give only to trusted user groups to allow early locking, the key being deposited in the post box by the user group on departure. This would then be retrieved when Mr Twine locks up and sets the alarm system. This facility is available solely at Mr Twine's discretion. When Mr Twine is unavailable, he informs Trustees, who all have keys, and who manage opening and closing on a rota basis.

Mr T King expressed thanks to the Trustees for managing the hall over last year. He appreciated the difficulty in getting user groups to provide Trustee nominations and suggested that the Trust give 3 months' notice of vacancies.

M Hayday commented that the Trust had flagged the need for new Trustees at last year's AGM and again in a recruiting article in Steeple and Street in June. However Trustees agreed that a more targeted communication was a good suggestion.

A discussion ensued on the constitution of the Trust and the requirement for elected Trustees to include one indoor and one outdoor user group nominated Trustee.

Mrs M Davis asked if persons nominated by user groups were required to be office holders or committee members.

Trustees confirmed that there was no requirement for nominated members to be office holders or committee members of clubs or societies.

Trustees agreed that there would be a further attempt to have an indoor group nominate a Trustee and a further targeted communication would be sent out.

Should this fail and Trustee numbers fall below 6 further action would be considered such as changing the constitution to make it easier for interested persons to become Trustees and consulting with the Charity Commission for advice.

D Hawker asked if there was any possibility of the pantomime returning to Whiteparish.

The chairman responded that the Trust has had no contact with Pepperbox Players and their status was not known.

B Higgins stated that any local amateur dramatic society would be welcome to hire the Centre to put on a show.

Mr Iles stated that the stage flats were not easy to operate.

G Mortimer and the chairman responded that the stage was easy to erect single handed in their experience and that we have had no similar comments from the groups that have used the stage.

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

The Chairman delivered the final report of his term. He recounted his 36 year involvement in the old Memorial Hall Trust and the current trust. He spoke of the long and expensive process of combining the two Trusts and the crucial role played by Shelia Campbell and the Parish Council.

He told of the process of raising funds and the thanks due to Shelia Campbell and Linda Palmer in dealing the paperwork required. He gave the example of the £50,000 sourced from the Football Foundation where the returned forms weighed 3½ kg.

The Centre has now been open for 2 years and is at present generating sufficient funds to cover the basic running costs.

The building has more daytime capacity than is currently booked, but that is an issue faced by all village halls.

The Trustees have been able to keep the fees at a low level, to the benefit of user groups. But they need more support from regular users, both in the way the hall is used and in providing feedback and suggesting solutions. He asked all regular user village organisations to send a representative along to Trust meetings which are held every 6 weeks or so.

He ended by giving thanks to all the Trustees he has worked with, in particular Geoff Mortimer, who is also retiring at this time, and gave particular thanks to Mr and Mrs Twine without whom it would be impossible to run the hall.

6. Treasurer's Report and presentation of accounts for the year ending 30 November 2015.

Referring to the published accounts, copies of which were available to the meeting, Richard Burr explained the first full year's accounts show a positive picture with Hire Fee income matching day to day expenditure. He summarised the notes to the accounts and clarified the £170,000 permanent endowment.

This is an investment which is designed to give yearly income to be used to build up reserves for major projects such as redecoration, repair and renovation of the building and grounds. The monies invested cannot be used for day to day expenses and require the consent of the Charity Commission to unlock.

Dr P Claydon asked why the insurance costs had reduced and why insurance was not combined with the Parish Council.

It was explained that the apparent drop in insurance costs was due to last year's accounts having reported two years insurance costs. A review of insurance by the Parish Council and the Trust had revealed that it was better to insure separately in future.

A motion to accept the accounts was proposed by M Hayday and seconded by B Higgins. All in favour and accounts duly accepted.

7. Fee structures for 2016 and MUGA maintenance and use.

BH confirmed that as revenue is covering costs Hire Fees would be held. The Trustees reserve the right to review hire fees as circumstances change. Users would be given as much notice as possible.

The MUGA was however a concern, revenue does not cover costs, especially as it is likely that considerable maintenance will shortly be required. The experiment of

the summer free of charge use period was not successful, the usage had actually declined.

All MUGA memberships have lapsed (or will shortly) and the Trustees will consider how to proceed during the first meetings of the new committee.

Mrs M Davis felt that there is a lack of knowledge on how to book the MUGA and that it would need a complete relaunch.

M Hayday reported that the annual playground inspection was due in March.

8. Public vote on any resolutions from the floor.

A resolution asking that a list of Trustees, their term of office, affiliation and contact details be displayed on the notice board was made by Mrs S King, seconded by M Hayday and passed unanimously

9. The nomination and election of Trustees.

Trustees identified themselves formally to the meeting and indicated their affiliation and term of office.

No formal nominations having been received from the user groups, the Chairman reported that there had been a written offer to serve as a Trustee from Mr Darryl Parsons (Outdoor user group). Additionally Mrs M Davis had indicated earlier in the year her interest in becoming a Trustee. She stated that she has no formal position in a user group but participated in the Youth Group.

Mrs Davis was proposed by T King and seconded by M Hayday: all in favour. Mrs Davis was therefore appointed as a Trustee

B Higgins read Darryl Parsons's written statement and Mrs S King proposed him as a Trustee, B Higgins seconded and all were in favour.

It was noted that a new auditor would be required.

There remains a vacancy and it was agreed that, as discussed under item 5, a targeted communication would be sent to indoor user groups seeking nominations for a further Trustee. Groups will also be asked to attend future meetings of the Trustees to provide regular feedback.

Richard Burr stressed that the Trust Scheme would require that this person be co-opted as Trustees could only be appointed by election at the AGM.

10. Any other business.

S King stated that the 100+ club party was not well attended which might be because some villagers may not beware of what the 100+ club was for. It would also help Breakaway Club Christmas planning if they could liaise with the 100 club over the date of the party.

Trustees agreed to discuss with the 100 club chairman and request that he liaise with the Breakaway Club.

C Iles asked if there was an advertising programme other than the Steeple & Street, and if the Trust would consider an advertising notice board at the car park entrance.

R Burr said we also advertise in an online portal but Trustees would consider other options. M Hayday commented that the area at the car park entrance on Common road was land leased to the Doctors Surgery and therefore not necessarily available.

Mrs P Mortimer suggested that a permanent advert be placed on the village notice board by the bus shelter.

Trustees agreed this was a good idea.

Mr J Bell requested that at future meetings public questions could be moved to after the chairman and treasurers report. This would avoid questions being asked which were covered in the report and concentrate questions in one part of the meeting.

Trustees and all the meeting agreed that this was a very sensible suggestion and would apply to future AGMs.

Mrs J Legat asked if the Trust would participate in two proposed future events.

1. A celebration of the Her Majesty the Queens 90th birthday (11th – 12th June) which would include a family picnic on the Memorial Ground, with the Centre main hall as a rain back up.
2. A children's fun day proposed by the local conservative association proposed in September.

Trustees stated that they will be open to any proposal made in writing so that they can consider fully.

Dr P Claydon presented the Trust with a copy of the plans for the village hall of 1977, one of the first of many projects for a new hall. He further thanked the

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

Chairman, Linda Palmer and Shelia Campbell for their work in creating the current Memorial Centre.

Trustees thanked him and the plans will be placed in the Centre Archive.

B Higgins then made a presentation on behalf of the Trust to Geoff Mortimer and Sid Roberts in recognition and thanks for their long service to the Trust.

The AGM was closed and was immediately followed by a Special meeting of the new Trustees Committee.