

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

MINUTES OF MEETING HELD ON

1st December 2015

1. Welcome and apologies for absence

Apologies received from SR and BH. Three members of the public and the Booking Clerk Mrs Hazel Twine were in attendance. In the absence of the chairman, MH was elected chair for the meeting.

2. Declarations of interest: No declarations of interest made.

3. Public question Time and correspondence received.

Correspondence has been received from the Short Mat Bowls Club regarding the decision taken at the meeting of 20th October, following public consultation, not to proceed with car park lighting and expressing a wish for the Trustees to reconsider. It was agreed that, as the decision had already been made with all the facts available and with no additional information provided by the Short Mat Bowls Club, the decision would stand.

Action: MH to send letter to Bowls club explaining the decision and thanking them for their interest.

Correspondence had been exchanged with Whiteparish cricket club regarding post-match cleaning up. The cricketers will continue to work with Mr Twine to clean up post-match, setting up a check list to ensure all players are aware of the need to tidy up post games.

Correspondence had been received from Mrs Sue King regarding her efforts to persuade the fete committee to make a donation to the Memorial Trust Charity out of fete proceeds. This request had been refused. The Trustees understood the fete committee's position and thanked Mrs King for her efforts on the Trusts behalf. A discussion was held on the potential for a fund raising activity at the fete as suggested by Mrs King.

A letter from the garden club was received enquiring about the position on insurance should a person fall on the unlit car park and requesting that some items owned by the garden club be stored in the Memorial Centre upstairs store.

The chairman explained that the Trust carried public liability insurance. As the car park was unlit, along with other parts of rural Whiteparish it was felt that members of the public should be aware of this and conduct themselves accordingly by taking care and bringing a torch on dark nights. The point was made that insurance advice was that if lighting was provided, as in the case of the path to Romsey Road, it would need to be maintained and adequate. Part of the reason for not going for car park lighting as discussed on 20th October, was the low level of illumination expected to be approved due to ecological considerations.

The Trustees agreed that the garden club could store items in the upstairs store.

Action: Garden Club to liaise with Mr Twine

A question was raised regarding the target dates for car park repair. This was addressed in the car park agenda item.

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4. Acceptance of Minutes of the Meeting of October 20th 2015.

The Minutes of the meeting were approved and signed.

5. Financial Update. The Treasurer reported that the results from the first full year of operation were satisfactory. A full report will be made at the AGM but the situation is such that no increase to centre hiring fees was envisaged. The hire fees for football and cricket pitches were insufficient to cover maintenance costs as well as being significantly below other similar local facilities and will need to be reviewed in due course.

a. Fund raising - Update on potential party organisers.

No further progress has been made on party organisers. A discussion on taking a stall at the fete with a competition to raise money was held.

Action: MH and RB to review competition idea and insurance as provided by Mrs King

b. Ratification of new Hire agreements. Hiring agreements were ratified.

Action: MH to send all copies to Hazel Twine and to David Hawker for publication on the village web site

6. Cricket and Football Update.

MH updated the committee on the progress regarding the cricket watering solution. This is now expected to be completed during January.

Action: MH to chase plumber.

A new football team, Athletico Romsey, have booked the pitch for Saturday afternoons. As part of the hire they have agreed to mark the pitch. This removes the need for a groundsman as discussed in October's meeting.

MUGA. BH reported via email that the Wellow JFC under 15s will hire the MUGA on Saturday mornings at £10 per hour. He further informed the committee that his initial analysis indicated that the free use summer period has not been successful in attracting additional users. MUGA income is down and the facility will need additional maintenance in the near future. A discussion about MUGA use ensued. Members of the public present pointed out that £10 per hour was very cheap for the football training on an all-weather surface with £25 per hour being nearer the going rate. GM also reported that the tennis club regular users have complained that the football users do not re-erect the tennis nets after use. It was agreed that we would honour the £10 per hour quoted to Wellow only if they agreed to put the tennis nets up again and leave the MUGA as they found it.

Action: MH and BH to monitor football use and marking. BH to contact Wellow JFC under 15s and explain that they need to both fill in a Hire Agreement and put up the tennis nets post session. MH to send agreement to BH. BH to confirm booking by sending signed agreement to Hazel Twine

Action: MUGA fees and membership to be discussed at AGM and next Trustee meeting

7. Rabbit Control on Memorial Ground

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The rabbits have been culled. The pitch will be monitored for further evidence of activity and if necessary action in liaison with the Parish Council will be taken.

8. Car Park update on initial contact with Surgery Partners.

MH and JH reported on initial contact with the Surgery Partners regarding repair or renovation of the car park. The Trustees sympathised with the Partners concerns regarding their lack of funds for repair of the car park. However the lease of the surgery requires the practice to contribute 50% of the cost, which has been known by the Partners since 1981; the car park is primarily used by visitors to the doctor's surgery, as evidenced by most of the surface damage being at that end of the car park. The Trust will seek to minimise costs, both in its interest and that of the surgery. Investigations will be made to establish cost of short and long term repairs.

Action: MH and JH to research potential cost of repairs. JH to contact a firm of engineering consultants, who are clients of his, to establish the cost of professional advice on solutions. Further contact to be made with the Surgery once information has been gathered. The Trust will endeavour to have a solution to the car park by the end of spring 2016.

9. Memorial Hall update.

- a. New notice Board. On order, should be delivered early in the New Year.
- b. Maintenance - Boiler repair, repainting of Cowesfield ceiling and corner edge protectors for Cowesfield Room. Complete
- c. Replacement of outside light bollards. Two electricians have reviewed the bollards and both reported that they are not repairable. New replacements are required. Cost estimates are between £1,100 and £1,290

Action: MH to update committee by email and obtain approval for most cost effective solution.

- d. Venues4Hire web site picture. Complete
- e. Weed killing in car park, along church wall and on car park slope. A day of action was agreed on January 3rd to involve all Trustees.

Action: GM to purchase thick bin or compost bags, all Trustees to come on January 3rd at 10:00 with spades, clippers and gloves

- f. Booking update to include Google Calendar and timekeeping on commercial bookings. The Google Calendar solution devised by JH and tested by Hazel was discussed along with the conditions agreed with Hazel for its use. The Committee thanked John and Hazel for their efforts in developing the calendar which will enable all potential users to view availability. The committee reviewed the terms of use developed by John and this were agreed. A discussion on whether the linked calendar could be in colour ensued. David Hawker agreed to research this further via Google Support. The calendar link will be incorporated into the mini site David Hawker has developed for the Centre.

A discussion about timekeeping on commercial bookings of one hour which either over run or demand early entrance for set up was held. The committee felt that the agreements made the position on set up and close down times clear. It was resolved that there was no reason at this stage to take action other than Hazel to monitor, charging those who take extra time as necessary.

David Hawker has completed the mini site for the Memorial Centre, he proposed to add details on MUGA and Pitch Hire.

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Action: MH to send hire fee details for the pitches and copies in Adobe format of the Hire Agreements. BH to send MUGA hire fees to David Hawker. Copies of Minutes of public sessions of the Trustee meetings to be sent to David Hawker for upload onto the site. Dates of forthcoming meeting to be sent to David Hawker.

- g. Provision of spare keys. Sid Twine has requested a spare front door key to use when trusted users with variable finish times leave early. This will prevent the hall being left open and unoccupied if users are unable to contact Sid. These users (Badminton and Short Mat Bowls) will be loaned a key which they will put into the post box after locking up. Trustees agreed in principle but there were not enough keys held to facilitate this at present. RB reported that there was one master key for Sid Twine, one for the Treasurer, main door keys for four other Trustees (MH, BH, SR and GM) This meant that these were the only people who can lock up in Sid's absence. The committee agreed to try and source other keys and check with LP that there was not another set held.

Action: JH to contact Riggs to establish whether we are able to source additional keys. RB to contact LP.

A request for a changing room key to lock away valuables was made by the footballers. The Trustees established that there was a spare changing room entrance key on Sid's key board. This could be loaned for the duration of the match only. Key to remain in Sid's cupboard on the key board and be given to team at start of hire and collected post hire to be replaced on the key board.

10. Preparations for AGM including new Trustee appointments

Four potential new Trustees have been identified, some of these have attended meetings during the year but none had definitely confirmed that they would attend the AGM and be available for election/appointment.

Action: The four potential trustees would be canvassed further to seek their confirmation. A note to be published in Steeple and Street (January edition, copy date 22nd December) seeking new Trustees if there was a lack of confirmed candidates.

Agenda items for AGM to be discussed during the closed meeting of 19th January in preparation for the AGM. It was agreed that, as part of the update of the Surgery Partner's regarding the car park, they would be informed that the AGM agenda would probably include this item.

Agenda items for the closed AGM preparation meeting of 19th and the AGM proper to be sent to Julia by Friday 15th January at the latest.

11. Discussion on proposal for separate management/user liaison committee.

It was difficult to discuss this item as the original proposer, Sid Roberts was not at this meeting. However the Trustees felt that this was an unnecessary additional level of bureaucracy and were unclear on what such a committee would do. Given the lack of interest in attending Trust meetings and proposing Trustees shown by user groups, Trustees doubted we would find enough volunteers to form an additional committee. However it was agreed that we need to have better communications with user groups and it was resolved that the Trust would email all user groups inviting them to send a representative to both the AGMs and the public sessions of Trustee meetings.

Action: MH to send email to user groups.

12. Cover for Sid, 9th December and 11th – 14th December. Trustees agreed cover as required.

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Action: MH to confirm agreed rota by email and establish table and chair requirements from Gill Bray for 100 club set up.

13. AOB

May Ball has been confirmed for 7th May 2016

Action: MH to contact both WCC and May Ball committee to encourage liaison on shared use of Cowesfield Room and Kitchen

Action MH to advice WCC on Fete date and chase up Hire Agreement.

Next Meeting dates

19th January 2016 (closed meeting) 7.30 p.m. in the Cowesfield Room

Annual General Meeting Saturday 23rd January 10.30 am – 13.00 p.m. Main Hall

8th March 2016 7.30 p.m. in the Cowesfield Room

19th April 2016 7.30 p.m. in the Cowesfield Room

31st May 2016 7.30 p.m. in the Cowesfield Room

12th July 2106 7.30 p.m. in the Cowesfield Room