

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

MINUTES OF TRUSTEE MANAGEMENT MEETING HELD ON

9th March 2017

- 1) Welcome and apologies for absence.
All Trustees present. Two members of the public present.
- 2) Declarations of interest: No declarations of interest made
- 3) Public question time and correspondence received. Four items of correspondence received. The first was an email from Jane Lax regarding disabled access. This was covered under agenda item 7 c. The second an email from Mrs Guild regarding kitchen equipment. The third an email from Jane Lax regarding the Church Wedding Preparation meeting of 4th March and kitchen equipment. The fourth a letter from Mrs Lax and Jane Dunlop about the Church Wedding Preparation Meeting of 4th March. The chairman proposed that as Mrs Lax was in attendance, we move the discussion on additional Kitchen equipment to item 4. Taking other correspondence afterwards. Trustees unanimously agreed.

Mrs Lax thanked the Trustees for allowing her to address the meeting. She requested on behalf of the Church Lunch Group that they have a padlock key for the car park entry gate to facilitate infirm persons to drive nearer to the front entrance. After a discussion, Trustees agreed that the best option was to ask Mr Twine to either leave the padlock keys or routinely unlock the gates for the duration of the meeting, unless he judged ground conditions were too poor to allow vehicular access.

Action: Mike Hayday to write to Mr Twine to request this.

- 4) Discussion on additional Kitchen Equipment.

In addition to her written comments, Mrs Lax invited the Committee to look at Damerham Village Hall where they have a well equipped kitchen which she thought to be of the standard we should have at Whiteparish.

Mike Hayday thanked Mrs Lax for her comments which, together with those of Mrs Guild, had been noted by the committee. He explained that the Centre was originally designed as a multi-purpose community asset. Advice was taken as to what facilities were required by user groups and nearby village halls were studied.

The kitchen is designed to be suitable for use by the many local clubs and societies using the centre, which form a major part of the village's community activities. These generally require facilities suitable for the preparation of simple light refreshments, such as tea, coffee and sandwiches, only.

He agreed that it would be great to have better facilities for all our users. All that's required is enthusiasm, knowledge, time and money. He believed that Trustees, whilst probably having the enthusiasm to work to improve the catering facilities, are short on expertise.

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The Trustees are all volunteers, they are short of time and spend a large amount of time on the working party issues already present. Money is always an issue but is not insurmountable.

He welcomed Mrs Lax's input and suggested that the Trust invite her to form a team to develop and execute an upgrade plan for the kitchen. He suggested involving other user groups such as WI, Breakaway and other kitchen users. Trustees could have oversight. Mrs Lax agreed to consider helping the Trustees.

Other Trustees agreed in principle but pointed out that there were other considerations such as loss of storage space and considerable disruption to existing users. Some concern was expressed that major expenditure was being considered to accommodate a commercial hire, the proposed supper club, who would be hiring for only a limited amount of time. Richard Burr has spoken to some existing kitchen users who expressed surprise that we would contemplate changing a kitchen which works well for them. He suggested that we collect views from other users and ask for attendance at our next meeting for a more informed discussion. Maggie Davis agreed that it would be nice to upgrade, but that it may not be the right thing for the Centre. Having been asked at the post AGM meeting to gather information, she informed the committee that she felt that to make changes suggested by Mrs Guild and Mrs Lax, a complete kitchen refit would be required and the costs were thought to be in the range of £10,000 to £20,000.

She believed that the warming cabinet suggested at the AGM was sub optimal from a food hygiene and usability perspective. She suggested that an industrial dishwasher would be the most useful upgrade, this alone would cost in the region of £1,500. The addition of a large two oven range would decrease work top area, as would a fridge freezer. It was pointed out that several users have complained about loss of work top area due to the temporary freezer donated by Mr Twine for use over Christmas. Overall she felt that the level of upgrade suggested in recent correspondence was very expensive compared to the additional revenue that it would generate. A supper club for instance would likely only raise £50 a month, which would be a poor return on a £20,000 investment. Mike Hayday reported that Mr Twine had showed the Pains Fireworks caterer around and she was perfectly satisfied with the current kitchen facilities and would cater to 80 plus people this weekend. May Ball and Winter Ball caterers prefer to bring their own equipment? Trustees also believed that the crockery provided was adequate, some was relatively new having been sourced after a request from the church in 2015. Trustees also expressed concern that any refurbishment driven by one or two users groups would create tension with other users.

Richard Burr proposed that we put a small article in the Steeple and Street asking both for volunteers to join a working party with Mrs Lax and to solicit other centre users feelings and opinions. He suggested contacting other user groups directly. We could revisit the issue at our next meeting, providing we received feedback in time.

Darryl Parsons seconded, all in favour.

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Action: Maggie Davis to circulate draft article to Trustees for both inclusion in Steeple and Street and to send to indoor user groups.

Trustees agreed on a formal response to Mrs Guilds email.

Action: Mike Hayday to respond on behalf of the Trustees

With regard to the complaints made and issues raised by Mrs Dunlop and Mrs Lax regarding the church wedding preparation meeting.

John Herrett and Mike Hayday reported on their attendance on the day. Whilst Sid Twine had initially thought he could cure the issue without needing the Wessex call out, when this proved impossible Mike Hayday had called the emergency service who attended within 3 hours. Both Trustees believed that the noise was not greatly intrusive, as it was not the full alarm which would have required that the meeting be stopped immediately. Trustees suggested that we make it clear to Sid that to enhance customer service he should call any emergency numbers as needed without regard to cost and that Trustees would always support his doing so. The fault was not in the alarm but in the emergency exit light.

With regards to the complaints about the projector and sound system, John Herrett pointed out that he had twice written to Mrs Lax suggesting that she test the equipment prior to the meeting. He confirmed that the video being used had not even been played in advance on the lap top the hirer was using. Having been summoned over breakfast, he set up the projector and the sound and showed the organisers how to use it. He confirmed that it was working when he left them.

The cooker was tested in the week and found to be reaching the desired temperature when the correct settings were selected.

Trustees discussed an appropriate response and whether a discount should be offered. After some discussion a majority of Trustees agreed that an offer of £30 discount be extended and a letter outlining that we were not responsible for any lack of organisation and technical understanding of the projector and sound system, and that the cooker had been tested and found in order.

Action: Richard Burr to discuss use of emergency call out with Sid. Mike Hayday to draft response to Mrs Lax and Mrs Dunlop for agreement by Trustees.

Trustees discussed the Church Fete fee. The Fete committee hire the Memorial Ground and stage from the afternoon of the Friday, all day on the Saturday and Sunday morning. The Kitchen and the Cowesfield room are used on Saturday. A discounted hire fee of £200 was suggested. Trustees also feel that a free stall could be offered as a reciprocal gesture by the fete committee.

Action: Richard Burr to draft a letter to the fete committee.

- 5) Acceptance of Minutes from meeting of 28th January 2017 and Special Meeting 7th February 2017.

Minutes accepted and signed.

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6) Matters arising not on the agenda.

We await a response from the Youth Group regarding the proposed basketball shooting court. Berny Higgins has progressed and the Youth Group will respond in due course. Maggie Davis expressed concern that the proposed hard standing for use of infirm users (see minute below) may clash with the siting of the basketball hoops. Trustees agreed that we would consider this once we have a proposal from the Youth Group.

WP advert in Steeple and Street: Berny Higgins awaiting further comment from WP.

7) Working Party Reports.

a) Grounds (MUGA, Play Area, Pitches all outside areas)

Darryl Parsons reported that the 26 weeks of football marking covered by the contract with Handy All-Rounder was now over. A revised cost of £20 a week had been offered. Trustees agreed the new fee for the remaining weeks of football, thought to end by April 1st. Handy All-Rounder will brush the MUGA in the next few weeks, and will shortly begin aeration and weed killing on the cricket square.

Darryl Parsons reported that the small goals nets are in poor condition in one case and not in place in the other, Trustees discussed replacement and agreed to assess costs.

Action: Darryl Parsons to obtain cost of replacement small goal nets. Darryl to collect MUGA fees from shop.

Play Area renewal: Mike Hayday presented a summary of the quotes received for both new equipment to be purchased using S106 money from Whiteparish Parish Council and refurbishment of existing equipment. He reminded Trustees that the playground inspection of 2016 identified issues with the gravity bowl/spinner. This has deteriorated and will be probably be condemned in the next inspection as the bearing has broken and it's a potential finger trap hazard. Also the Large Multi-Activity item has quite serious rot and whilst it may pass inspection the cost of refurbishment will rise if we do not attend to it this year. Trustees discussed the summary of quotes received and accepted the recommendation to accept the quotation from Ludus to refurbish the Spring Camel, Lappset multi-activity unit and gravity bowl as well as carry out resurfacing to the main entrance; all at a cost of £7508. Trustees also accepted the recommendation to have Ludus supply and fix a new toddler roundabout and activity trail using S106 grant funds (£5324)

Proposed by Mike Hayday, seconded by Darryl Parsons, all in favour.

Maggie Davis reported that one of the playground companies believed we may be able to access funds from Wiltshire CC for refurbishment. Trustees agreed it was worth making enquiries.

Richard Burr requested that the proceeds of the Winter Ball for 2017 be used to replace reserves depleted by the cost of refurbishment

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Action: Mike Hayday to pass request for S106 grant and liaise with parish council before passing the order on behalf of the Trust. Maggie Davis to check funding possibilities with Wiltshire CC

Newt Pond: Trustees agreed to leave the piles of vegetation left after thinning of the bushes around the pond to rot down. John Herrett reported that the ecologist anticipates completing the newt survey in April.

b) Car Park

Mike Hayday reported that a planning meeting was due on 10th March with the contractor and the surgery. It is anticipated work will be carried out after Easter. The work will take a week and the Trust will work with the surgery on maintaining access and informing residents and car park users.

Trustees discussed recent issues with commercial vans parking on the car park and concluded that no further action is required at this time.

c) Centre Management and maintenance.

- a) Main Hall light replacement: It was agreed that we will defer repair of the light fitting due to its cost until another failure when repair will be more cost effective.

Action: Darryl Parsons to contact Mr Edwards regarding this decision and arrange for repair of the emergency exit lighting and PAT testing.

- b) Booking a deep clean: Trustees agreed that this was required. A brief discussion on how to more effectively hold hirers to account in cleaning up afterward took place. It was agreed that the current retrospective fee for poor cleaning was not working. Trustees resolved to discuss at a future meeting.

Action: John Herrett to draft a specification for suppliers to quote against.

Action: Julia Hayday to include on April or May agenda.

- c) Assistance rail and hand standing to enhance disabled access: Trustees discussed Maggie's Davis's report from the church lunch. Mike Hayday stated that he believed outline costs of handrails and hand standing at the gate would be in excess of £3,000. It was pointed out that only one group has complained about this issue. Trustees queried whether a rail was suitable and if planning permission was needed. It was agreed that hard surfacing the entrance to allow closer access could be useful, both to infirm users and in reducing wear from Bawden vehicles and fete use. Other Trustees observed that the Centre design and the build had been approved as meeting building regulations, many infirm people tried to attempt the slope who really needed a frame or a wheelchair. Concern was expressed that a handrail could encourage such people to attempt the slope on sticks. Mike Hayday suggested contacting a disabled hand rail supplier to get more information and advice. After long discussion, Trustees remained of divided opinion.

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Maggie Davis proposed that we obtain advice and quotes on providing a hard surface at the gate and a handrail.

John Herrett seconded.

4 Trustees in favour and 2 against. Carried by majority decision.

Action: Mike Hayday and John Herrett to discuss hard surfacing options with the car park contractor on Friday 10th. Mike Hayday to organise a quotation and advice from a disability rail contractor.

- d) Confirmation of audio-visual equipment hire costs: Costs were confirmed as £5 for each morning or afternoon session when the projector and/or sound system was used. No charge would be made for solo screen use.

Proposer Darryl Parsons, seconded by Berny Higgins all in favour.

Trustees also discussed how to communicate to hirers their responsibility for checking that they know how to use the equipment. It was agreed that we would include a clause covering AV hire on the standard booking form.

Action: John Herrett to draft a new section and add to the Centre Hire Agreement

- d) Events and fundraising

- a) Dates for Winter Ball and 100 Club Party: Dates suggested 25th November or 2nd December. To be confirmed by Maggie Davis after consultation with the Ball team. The timing of the 100+ club party to be aligned with the Breakaway Club.

Action: Richard Burr to reserve dates, Julia Hayday to confirm Breakaway dates.

- b) Theatre evening July 20th: John Herrett reported that all arrangements are progressing and that he will draw up a communication plan shortly and will draft in other Trustees as needed. He agreed to send details of the event to all Trustees for information.

- c) 100+ Club

Agreement on 100 Club rules: Trustees discussed and slightly amended the updated rules circulated by Richard Burr. These will be posted on the village website.

Adoption of amended rules was proposed by Berny Higgins and seconded by Darryl Parsons. All in favour

Action: Richard Burr to amend as agreed and post on the website.

- 8) Update on BBC "Any Questions": Berny Higgins reported that the BBC had tried to change the proposed date again but that he had rejected this request. Other details will be confirmed with Stuart McWilliam and Berny will call a separate Trustee closed meeting.

Action: Berny Higgins to update Trustees as information becomes available.

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- 9) Financial update to include a projection of costs of projects considered at the meeting (Car Park, Play Area renewal, disabled access improvement, kitchen equipment) and the consequent effect on reserves.

Richard Burr presented an up to date financial report.

	<u>Q1 2017</u>	<u>2016</u> <u>Accounts</u>	%
Income	£ 11,441.00	£30,298.00	38%
Of which			
Centre hire fees	£ 5,562.00	£15,162.00	37%
Bank Interest	£ 4,081.00	£ 3,478.00	117%
Costs	£ 6,229.00	£25,104.00	25%
Of which			
Utilities	£ 1,833.00	£ 5,052.00	36%
Cleaning/general	£ 1,481.00	£ 2,919.00	51%
Insurance	£ -	£ 2,663.00	0%
Playing field	£ 1,350.00	£ 2,224.00	61%
Bank Balance	£ 43,886.00	£38,674.00	

The run rate was the same as last year for Q1. He recommended that the Trust retain a minimum amount of working capital for contingencies of at least £15,000. Trustees all agreed that this was prudent. Mike Hayday listed committed project expenditure and Trustees agreed that current reserves whilst depleted would cover planned commitments. However any expenditure on kitchen refurbishment would need further, as yet unplanned, fundraising.

	Estimated expenditure 2017	
	Projects	
Committed	Car Park	£ 10,000.00
Committed	Newts	£ 1,200.00
Committed	Insurance	£ 2,750.00
Committed	Door Service	£ 330.00
Essential Maintenance	Refurbishment of play equipment	£ 7,508.00
Essential Maintenance	Deep Clean	£ 2,000.00
Priority issue	Disabled access rails	£ 2,000.00
Priority issue	Hard standing by upper gate	£ 1,000.00
Potential total		£ 26,788.00

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10) Quiet Space Initiative: John Herrett reported that he had read an article by John Bird suggesting that the closure of local libraries had left children from households where there was insufficient space to allow a quiet place to study after school disadvantaged. He wondered if we might be able to offer a free period for study. Trustees discussed the idea and agreed it had merit but that there were some issues that needed to be addressed. These included supervision; there would need to be DBS checked adults in the appropriate ratios. Demand; was there a need in Whiteparish? Issues with other user groups if we offer free hire. Trustees agreed that the idea would be discussed with Mary Bithell, to see if the Whiteparish Youth Group would support the initiative and have any suggestions, and with the Whiteparish Education Trust.

Action: Maggie Davis to talk to Mary Bithell, John Herrett to talk to the Education Trust (Peter Kidman and Trevor King)

11) AOB

Darryl Parsons had noticed that fences along the drives of the two barn properties were rotting. Should we replace them? Trustees were unclear on as to who was responsible.

Action: Mike Hayday and Richard Burr to check lease.

12) Future meeting dates

Tuesday 11th April at 7:30 pm in the Cowesfield Room.

Tuesday 23rd May at 7:30 pm in the Cowesfield Room.

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

Maggie Davis and Darryl Parsons tendered apologies as they would not be available for the next meeting