

**THE WHITEPARISH MEMORIAL CHARITABLE TRUST**  
**Registered Charity Number 282528**

MINUTES OF TRUSTEE MEETING 14<sup>th</sup> July 2020

1. Welcome and apologies for absence.

All Trustees present. No members of the public present.

2. Declarations of interest. None
3. Public question time and correspondence received.

Various public contacts during lockdown mostly regarding closures and complaints regarding social distancing. All dealt with and no outstanding issues

4. Acceptance of Minutes from meetings of 5<sup>th</sup> March 2020 and the Zoom meeting of 25<sup>th</sup> June

Darryl Parsons proposed the acceptance of the minutes from 5<sup>th</sup> March, seconded by Richard Burr, all in favour. The minutes were duly signed by the chairman.

John Herrett proposed the acceptance of the minutes of the Zoom meeting of 25<sup>th</sup> June, seconded by Maggie Davis, all in favour. The minutes were duly signed by the chairman

5. Matters arising not on the agenda. Main issues from 5<sup>th</sup> March are car park renovation, Children's play area resurfacing and the parking of vehicles on the verge by the pond at the top of the car park. Trustees agreed to defer the first two matters to the next meeting (10<sup>th</sup> September). Maggie Davis confirmed that she has logs to place on the verge and will do so as soon as is practical.

**Action: Maggie Davis to position logs.**

6. Review of first post lockdown cricket match on 11<sup>th</sup> July. All went well, cleaning carried out pre and post-match. No need to alter any of the procedures agreed in advance of the match. Other matches are already booked. The cricketers agreed that things are quite different post COVID-19 lockdown but are pleased to be playing again.
7. Review and agree Risk Assessment for reopening main centre and agree a target available from date for Hires.

Trustees agreed that since some of our exercise hirers are keen to begin using the Centre from 25<sup>th</sup> July, when indoor exercise will be again allowed by the government, we will aim to open the main facilities as soon as possible after that date. This is subject to all the work to make the Memorial Centre COVID-19 secure being completed.

Trustees then carried out a Risk Assessment, amended the ACRE template to suit the Memorial Centre and agreed content. This is all laid out in the attached copy of the Risk Assessment.

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The acceptance of the finalised Risk Assessment was proposed by Richard Burr, seconded by Maggie Davis. All in favour.

A copy of the Risk assessment will be placed in the entrance foyer.

8. Trustees reviewed, amended and agreed the draft communications to Hirers previously circulated by the chairman
  - a. Background email text for Hirers. Amended with copy from John Herrett
  - b. Questionnaire. Changing of wording agreed. Trustees agreed that, whilst it was useful to understand when hirer groups may be returning, the centre will still be opened in July/Early August as we would not incur much greater costs and it would be beneficial for our community to have the centre available
  - c. Special Terms and Conditions. The Trustees discussed and agreed some amendments to the ACRE template.
  - d. Hirer risk assessment. Trustees agreed the text and decided that a risk assessment by hirers would not be mandatory.
  - e. The required signage was agreed with amendments. Additional signage was agreed for the Covid emergency room and the washrooms. The latter to request only 2 persons a time use the facilities. It was agreed that the centre urinal in the male washrooms would be isolated. Discussion was made regarding closing off two of the cubicles in the Female washroom. It was decided that this was not required as only two persons are allowed in and the discreet nature of each of the cubicles helped make them COVID safe.
9. Agree actions and responsibilities to prepare for opening
  - a. Sending out communications to regular hirers: **Richard Burr**
  - b. Booking cleaners **Richard Burr**
  - c. Purchasing cleaning and hygiene supplies **Berny Higgins, Mike Hayday to provide Viking Direct log on details**
  - d. Printing and installing social distancing and other signage. **Mike Hayday**
  - e. Communications with the Village generally, S&S article, notice board. **John Herrett**
10. Review of Velux windows repair.

Trustees discussed the inspection report from Acer renovations, the Velux accredited installer we booked pre lockdown, regarding the Main Hall Velux windows, . This indicated that the windows have not been fitted correctly, have been leaking for some time causing some damage to the surrounds, and would require refitting at a cost of up

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to £15,000 (full estimate awaited). Trustees expressed concern that we should have a bad failure of the windows due to what is clearly poor installation by Rigg Construction. Trustees agreed that.

- We would write to Rigg asking for their comments. Trustees reviewed and agreed text of an email to Rigg. Trustees agreed to give Rigg 14 days to respond.
- Should Rigg offer to carry out remedial works, Trustees agreed that this should be accepted, despite the concerns expressed regarding the poor building practices that have come to light in various places in the Centre since the end of the liability period under our contract.
- Given the urgency of repairs, Trustees agreed to deal with this issue via email, as responses are received.

Action: Mike Hayday to write to Rigg whilst consulting with Velux technical support and Acer Renovations.

11. Finance update. Richard Burr reported that, whilst we have had no income other than the 100+ Club, where membership has increased, the grant from Wiltshire CC via the governments COVID-19 support package means that we will not have a large financial issue unless we are unable to welcome hirers back in their former numbers by the late autumn. There is a class action under way which may mean we are entitled to a business continuity insurance pay out from our Hiscox policy .

12. AOB.

Julie Bell reported that there was an increase in long term use of the car park during lockdown. Trustees agreed to consider what action might be possible at our next meeting.

The prize draw for the 100+Club took place.

13. Next meeting dates:

Thursday 10<sup>th</sup> September at 7:30 pm in the Cowesfield Room