

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

MINUTES OF MEETING HELD ON

17th October 2016

- 1) Welcome and apologies for absence.
Apologies received from Mike Hayday and Berny Higgins – Darryl Parsons to be Chair in Mike's absence. There were no members of the public present.
- 2) Declarations of interest: Darryl Parsons declared an interest in the fencing quotations as one was from his father.
- 3) Acceptance of minutes from meeting of 5th September 2016.
Minutes were accepted and duly signed.
- 4) Matters arising from last minutes not on the agenda
Maggie Davis is in the process of acquiring photos for Hazel showing May Ball type decorations as examples to show potential wedding hirers.
Action: Maggie Davis to complete. C/Fwd
 - a) The rugby posts have been measured up and are ready for erecting. DP proposed to purchase proper ground fittings at a cost of £64 rather than simply set in concrete. Seconded MD, all in favour.
 - b) RB has replied to Mr Brindly re the mobile bar and advised him we would keep his details on file should anyone ask for which he was grateful.
 - c) Ross Dunworth has agreed to take over as Auditor of the accounts.
- 5) Working Group Reports.
 - a) Grounds (MUGA, Play Area, Pitches all outside areas)
DP advised that there was just a small number of MUGA bookings by children over the past 5-6 weeks. One key has yet to be returned.
MD met with Playdown representative to inspect the equipment and discovered one of the larger ones is damaged. The Rep suggested we look for the purchase receipt since the warranty was often 20 years and he offered to provide us with improvement suggestions should we recover or otherwise raise funds.
Action: DP/MD/JH to look through old files upstairs in Centre and/or contact old Memorial Ground committee to trace receipts.
MD advised that MUGA panel above gate had been damaged again.
Action : DP to ask Handy All-rounder to fix when next on site.
Action: JH to purchase identified new bench and arrange with working group to install.
MD advised that rabbits are still in evidence and has asked pest controller to visit again.

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Action: MD to advise ARFC re spectator's dogs attending matches.

Turfing at the front of the Centre is complete.

DP has completed the maintenance contract with Handy All-rounder and RB has set up payment by monthly standing order.

BH has commenced the monthly playground checklist.

DP presented 2 quotes for repairing the car park fences. MD proposed to accept the cheaper one from Handy All-rounder. JH seconded, all in favour.

Action: DP to advise Handy All-rounder.

JH has quotations regarding the newt survey work which are in the £2k - £2.5k range. He will summarise for further discussion should Wiltshire Planning confirm they are required.

JH has considered the provision of additional strong bollards to provide protection for the lighting bollards from vehicles. As this is likely to be relatively expensive he agreed to look at alternative lighting bollards that might be easier and cheaper to replace.

b) Car Park

JH met with David Lentle at the Surgery who has agreed to take responsibility for obtaining fresh quotations from contractors and to arrange meetings with them and us on site to firm up the areas to be repaired.

c) Centre Management and maintenance

JH has completed the purchase of projector and related equipment, demonstrated its working to Sid and it has been used at the recent PPG meeting in the main hall. Useful feedback received from the users including suggestion of lapel microphone. JH proposed we purchased one at a cost of about £100. RB seconded, all in favour.

Action: JH to purchase lapel microphone.

Agreed that best location for screen in Hall would be higher than Cowesfield. RB proposed we purchase a second step ladder as screen will need hooking up by two people. JH seconded, all in favour.

Action: JH to purchase step ladder.

JH advised that despite the Chair of the Area Board suggesting we apply for a grant to assist in purchasing the projector he subsequently recommended refusal at the meeting due to our "high" bank balance – which represents just over one year's turnover.

d) Events

MD confirmed that the Winter Ball was progressing well with 115 tickets requested. BH had reported by email that Richard Digance concert also progressing. BH had proposed to spend about £50 on adverts and flyers. RB seconded, all in favour.

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MD confirmed that quiz run by Marcus Reynolds would be progressed and she is also looking at holding a fashion fundraising event.

e) RB reported that 100+ Club is continuing OK with the next draw on Wednesday 19th.

6) Finance

RB advised that with just 6 weeks of the financial year to go he had had a quick review of our year to date figures. We currently show a yearly surplus of about £2700 which is effectively due to the transfer of the 100+ Club old bank balance of £2k plus the fact that there is still £1000 in prizes for the current Club year still to be paid.

RB reminded Trustees that there had been a number of significant one-off payments this year:

£2700 MUGA surface refresher

£3100 Cricket Square watering solution

£1300 Noticeboard

£1000 Light bollards

Total £8100

These have been paid for with our bank balance being much the same as last year due to a “day to day” operating surplus of about £5k.

RB proposed to change the next meeting to 1st December so that we could have a review of the draft accounts prior to them being audited before Xmas and the closed meeting on 5th January. All in favour.

Action: RB to communicate revised date accordingly including to Jane Legat for S&S.

RB reminded Trustees that as advised earlier in the year, we should be including an Annual Report with our Accounts which details key activities for the year – a Charity Commission requirement.

Action: Work Group leaders to write a paragraph summarising key activities in their area and email to RB by 30 November for combining together.

7) AOB

- a) The implications of Sid deciding he would no longer be available on Friday evenings were discussed including potential solutions. BH proposed by email that the Youth Group be given a key and code fob so that they could open/close themselves – this being the best workable solution in these exceptional circumstances. This would also have the benefit that they would be under no time pressure regarding tidying up and leaving the Centre as they found it. RB seconded, all in favour subject to Mary being

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the named Responsible Person and keyholder (as required by our Insurance) and to only delegate on an evening to one of 3 named Youth Group committee members.

Action: DP/MD to discuss this proposed solution with Mary.

- b) JH advised he had been in contact with Watermill Theatre who put on productions at local venues, providing all equipment themselves, for a fee of about £600. He will investigate further.
- c) JH advised that Jane Legat had suggested to him that it was time for the Church/Car Park wall area to be cleared/weeded.

Action: DP to ask Handy All-rounder to include in their usual maintenance schedule for the month.

Meeting closed at 9.48pm.

8) Future meeting dates

Thursday 1st December 2016 8.00 p.m. in the Cowesfield Room

Thursday 5th January 2017 7:30pm: Blackberry House, the Bramleys (Closed Meeting)

AGM Saturday 28th January 2017 10:00 a.m.to 1:30p.m. In the Cowesfield Room

Thursday 9th March 2017 7:30 p.m. in the Cowesfield Room