

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

MINUTES OF TRUSTEE MEETING 20th November 2019

1. Welcome and apologies for absence.

Apologies received from John Herrett and Berny Higgins, No members of the public present.

2. Declarations of interest. None
3. Public question time and correspondence received. One item from History Club, two items received from the Parish Council.

Request via History club for chairs with arms to facilitate less abled visitors participation in events. Discussed under agenda item 11.

The first Parish Council correspondence was an email requesting that the Trust allow access for the Parish Councils contractors to replace a fence on the northern boundary of the Memorial Ground football pitch area.

Richard Burr proposed that permission be granted, seconded by Darryl Parsons, all in favour.

Action: Mike Hayday to respond the Parish Clerk

During the Parish Council meeting of November 12th 2019, it was pointed out that the new owners of land behind Claremont had erected a fence on their boundary alongside land owned by the Trust and had placed a pedestrian gate into the Memorial Ground. Trustees discussed this. It was pointed out that there were two existing private gateways on boundaries next to land owned by the Trust. As these are on boundaries owned by neighbours and the Memorial Ground was for public use, the Trustees deemed that no action was required. The only potential issue was the possibility that dogs may enter the Memorial Ground by such routes. However all neighbours are aware of the prohibition of dogs on the ground.

Dogs have been the usual problem on the ground of late and it was noted that the signs at the car park entrance have faded. It was agreed that two new signs will be sourced.

Action: Mike Hayday to cost and source signs.

4. Acceptance of Minutes from meeting of 26th September 2019.

Richard Burr proposed the acceptance of the minutes, seconded by Darryl Parsons, all in favour. The minutes were duly signed by the chairman

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5. Matters arising not on the agenda.

Darryl Parsons confirmed that the Football Foundation sign has been removed.

6. Winter Ball preparations: Maggie Davis reported that all preparations are in hand. She will not print tickets as all seating is named and it would be wasteful to print tickets.

Trustee tasks were agreed.

7. 100 + Club party preparations: All in hand. Quiz printed, tickets and invitations emailed. There are some hand deliveries to be made. Richard Burr gave these to Trustees to action.

Action: Maggie Davis and Julia Hayday to meet to coordinate hot supper preparation.

8. Pantomime and Watermill Theatre update:

Pantomime all booked and flyers need over printing. Seating space needs to be checked to establish maximum audience numbers. Tickets will be required.

Action: Maggie Davis to discuss overprinting and ticket printing with John Herrett. Tickets needed after December 14th.

Action: Maggie Davis to establish if any space is required by the Theatre Group for lighting rig and control table. Maggie Davis, Ian O'Neill and Mike Hayday to meet once Maggie has the information to determine maximum audience numbers.

Posters and flyers will be distributed by school and at the shop.

Action: Maggie Davis and Julie Bell to approach school in December. Maggie Davis to drop off flyers in the shop and Kings Head and Parish Lantern.

Action: Richard Burr to work with shop to replace 100+ party ticket sales with panto sales after December 14th

Watermill production all booked for 12th June, no action yet required.

9. General maintenance.

- a. High level clean and velux repair update. Lighting tubes have been replaced but still do not all light up first time. John Herrett is discussing with Kevin Edwards, lights to be monitored. Velux blind repair scheduled for 16th December. The leaking velux continues to cause issues. We only have one quotation which will cost £1,100. Trustees discussed this and it was agreed that we should accept this quotation and move ahead.

Action: Mike Hayday and Ian O'Neill to arrange ASAP

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- b. Roof repairs update. We have only one quotation and are awaiting a local roofer's quote. Trustees and Ian O'Neill to contact local roofer. It was agreed that if we have no other quotes by end of w/c 25th November, we will push on and get repair done.

Action: Mike Hayday and Ian O'Neill to pursue.

- c. Decoration update. It was agreed that we should use the middle quotation for all decorating to apply for grants from the Parish Council. The costs of the main contractor and our local person, Mr Reid, seem to be quite similar. The main difference is the amount of resource a larger contractor can apply. It was agreed that we will assess how much work to give Mr Reid based on his availability. We also need to repair the roof and the velux before decorating those areas.

Action: Darryl Parsons to discuss work with Mr Reid. Mike Hayday and Richard Burr to apply for Grant from PC

- d. Store tidy up rubbish removal: To take place 23rd November.

10. Finance update:

Richard Burr took Trustees through the half year accounts (appendix 1), there are no issues, with most items on or above running rate. Sports bookings are down vs last year, partly due to two cricket payments being in last year due to payment timing issues and partly due to lower football bookings. We have approached local leagues and hope to attract further football bookings in the New Year.

We will have increased expenditure in the 2nd half of the year with roof repair costs and further redecoration.

Richard Burr presented an analysis from an energy broker of 4 year fixed price accounts for both gas and electric. These were £900 lower than quoted by our current supplier. Mike Hayday proposed that we take the Treasurers recommendation and move to the new suppliers, seconded by Maggie Davis, all in favour.

- 11. Requested purchase of additional chairs. This comes from History club on behalf of some individuals who would like to attend meetings but need a chair with arms on. It is felt that this might help other groups as well. This is likely to cost a minimum of £60- £100 per chair. Issues discussed were.

- Only one club has requested this and for one named individual, the church lunch group requested storage of a special chair, possibly for the same person a year ago but never followed up.

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- It is difficult to justify use of the charities money on items that benefit only a few persons.
- We do not know what kind of chair is required. It may be that a higher than average seat is needed. We may be accepting a liability if the chair is inadequate or a person suffers an injury whilst using it.
- On the other hand we have a duty, certainly from a moral standpoint and maybe from a legal standpoint, to facilitate access for as wide a group of persons as possible.
- We need to estimate how many people would want a chair, if we have 2-3 and 4 people turn up, what happens?
- Where would we store extra chairs?

After a short discussion Trustees agreed to look into providing up to three stackable chairs.

Action: Julie Bell to research options, Mike Hayday to contact Pam Whitlock and the Surgery for advice.

12. Play area inspection update:

Trustees agreed that there were a number of items raised worth reviewing.

- a. The gate into the playground, see if we can adjust.

Action: Mike Hayday and John Herrett.

- b. Ask HA not to trim close to the wooden posts.

Action: Darryl Parsons

- c. Remove Leg Press. We will also set up a spring/summer project to look at installing an adult activity trail to replace broken fitness equipment.

Action: Darryl Parsons to get quote from HA Groundcare. Team to be set up to specify and cost activity trail and investigate grants.

- d. Surface of play area will need attention. Post-Christmas we will look at costings and grant possibilities.

Action: Mike Hayday to put on January agenda

13. Caretaking update: Minor issues have been dealt with including power tripping in the Cowesfield and replacement batteries in large window blind remote in main hall. The hot water programmer will be reprogrammed to be more cost efficient. There have been further instances of lights being left on and rooms left in a dirty state. Trustees

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agreed that we should set up a document on the Google Drive so that we can monitor issues and perhaps use the information to talk to hirers responsible for them.

Action: Mike Hayday to set up document on Google Drive

Action: Richard Burr to write to Hirers reminding them of their clean up responsibilities

Ian O'Neill reported that one of the Green Allen Keys was missing?

14. Trustee recruitment. Notes sent to clubs and S&S advert planned for January

15. Future meeting dates.

Thursday 23rd January 2020 at 8 pm in the Main Hall

Thursday 5th March 2020 at 8 pm in the Main Hall

Thursday 7th May in 2020 at 7:30pm at Richard Burr's house CLOSED MEETING

AGM Saturday 6th June at 10:00 in the Cowesfield Room

16. AOB

Richard Burr was approached by Colin Iles regarding a trip hazard on the path leading onto the patio. Trustee's verified that the path has dropped.

Action: Darryl to talk to HA Groundcare about rectifying the issue.

Ian O'Neill reminded Trustees that the First Responders are having a music quiz in the Parish Lantern on 15th December to raise funds for a new defibrillator.

Richard Burr reported our first lost key. Trustees agreed to wait and see if the hirer locates the key.

Mike Hayday reported moles were very active in the play area and the surrounding part of the Memorial Ground.

Action: Maggie Davis and Mike Hayday to liaise regarding contacting a professional mole controller.

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Appendix 1

<u>Whiteparish Memorial Trust</u>					
<u>Income & Expenditure Account</u>					
For the period ending 30 October 2019					
	12 months ending 30 April 2019		6 months ending 30 October 2019		% 50%
	£		£		
INCOME					
Bank Interest		2,827		1,764	62%
Ground Rent	50		50		100%
Hire of Ground & Pitches	5,754		400		7%
Centre Hire Fees	19,851		9,543		48%
Fete	470		525		112%
MUGA	320		120		38%
Total hire fees/rent		26,445		10,638	40%
100+ Club Profit	2,398		2,898		121%
Winter Ball Profit	2,278		2,660		117%
Pantomime	0		0		
Our Church Play	0		-75		
Key Deposits	1,150		200		
Donations	148		15		10%
Total Fundraising		5,974		5,698	95%
TOTAL INCOME		35,246		18,100	51%
EXPENDITURE					
Insurance	2,090		2,173		104%
Utilities	5,581		2,482		44%
Cricket square & field	4,487		2,830		63%
Cleaning and caretaking	4,642		3,784		82%
General expenses and rep	2,646		720		27%
Administration	219		7		3%
Servicing & maintenance	672		403		60%
Rubbish	224		100		45%
		20,561		12,499	61%
Car Park repairs	1,016		0		0%
Kitchen improvements	5,413		0		
Fence Repairs	2,607		0		
Decorating	0		1,759		
Main Hall Lighting	0		138		
Other Equipment/major re	1,445		1,434		99%
Total Major Expenditure		10,482		3,331	32%
TOTAL EXPENDITURE		31,043		15,829	51%
SURPLUS/DEFICIT for the period		4,203		2,271	

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RECONCILIATION OF CHARITABLE FUNDS

Funds at 1 May 2018	£ 210,844	Funds at 1 May 2019	£ 215,086
Surplus for the Period	£ 4,203	Surplus for the Period	£ 2,270
Funds at 30 April 2019	£ 215,086	Funds at 30 April 2020	£ 217,356
REPRESENTED BY:			
	30-Apr-19		30-Apr-20
Bank Current Account	£ 943		£ 1,240
Bank Savings Account	£ 1,920		£ 3,800
Building Society Instant Access	£ 22,223		£ 22,310
Building Society 60 DN	£ 20,000		£ 20,000
Fixed Term Endowment Funds	£ 170,000		£ 170,000
TOTAL	£ 215,086		£ 217,356