

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

MINUTES OF TRUSTEE MANAGEMENT MEETING HELD ON

25th October 2018

- 1) Welcome and apologies for absence.

Apologies received from Julie Bell and Berny Higgins. All other Trustees present along with managing caretaker Ian O'Neill. No members of the public present.

The chairman welcomed Ian to the meeting and thanked him for attending.

- 2) Declarations of interest: None.

- 3) Public question time and correspondence received.

Correspondence has been received from the Breakaway Club requesting that the Trust consider installing blinds or curtains in the Cowesfield room to facilitate the showing of films and slides during the afternoon and summer evenings. They also requested that some chairs and tables be left in the Cowesfield room to allow easy setting up of meetings. These requests were discussed later in the meeting under items 9.c. and 9 f. respectively.

Confirmation received from Wessex of a service agreement for emergency lighting.

- 4) The Minutes of the meeting of 6th September were proposed for acceptance by Darryl Parsons, seconded by Maggie Davis and duly accepted and signed by the chair.

- 5) No matters arising from both meetings not on the agenda.

- 6) Update Centre Hires and confirmation of cover and key holder actions to 25th November.

So far there have been no major issues raised by Hirers.

Richard Burr distributed keys to Ian O'Neill.

Confirmation of cover to 25th November- Trustees reviewed and confirmed their cover commitments up to 26th November as outlined on the Google Drive cover summary.

Mike Hayday will cover U3A booking on 1st November (09:30 to 11:00)

Maggie Davis will provide key for Winter Sale set up on 1st November and sale day on 2nd November.

Mike Hayday will cover the RBL meeting on 8th November

Ian O'Neill will cover football on 17th November and ensure that internal doors are left open for the Imagine This Party to access upstairs store from the Hall.

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Football on 18th November is TBD, cover to be determined (Ian or John)

PPG on 21st November needs either a key holder or someone to open.

24th November Football Ian O'Neill: Surgery Carers coffee morning Key status TBD

25th November Children's Party – Key pick up John Herrett

Richard Burr asked that all Key Holders email him as soon as possible when keys are returned so that he can return deposits. Maggie Davis will ask cleaners not to remove spare toilet tissue rolls from the cubicles.

Action: Richard Burr to confirm if the Surgery/PPG wish to share a key or to obtain keys from key holders.

- 7) Winter Ball update – Maggie confirmed that 99 tickets have been sold, an advert has been placed in November S&S. We have 21 remaining tickets to sell. It was agreed that the Centre Licence would be used.

Action: Maggie Davis to sign licence agreement as responsible person.

- 8) 100+ Club party update – actions needed.

- It was agreed that a hot supper will be provided and that the ticket prices, which had been £6 for a long time, be £8
- Members invitation to be prepared, invitation to include a suggestion that a donation of a dessert be made and to state that a hot supper would be provided – John Herrett
- Members on email list to be emailed invitation - John Herrett
- Invitations requiring delivery to be sent to Trustees for delivery -John Herrett and all Trustees
- Hot food and desserts to be coordinated by Maggie Davis and Julia Hayday
- Tickets to be sold at the shop and reply slips to be returned to the shop – Mike Hayday to confirm with Mandy.
- Advert to be placed in S&S December edition based on the email invitation – Mike Hayday
- Entertainment to be coordinated by Maggie Davis
- Quiz to be prepared by Mike Hayday
- Raffle prizes to be organised once the Winter Ball has taken place -Mike Hayday to write to Tesco and Waitrose asking for raffle prize donations
- Maggie Davis to organise drinks purchase following the Winter Ball

- 9) General Maintenance:

- a) Electrical: Light Bollard repair or replacement. Update on Electrical Circuit testing and emergency lighting testing: Bollards made safe by Kevin Edwards, John Herrett

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to research fabrication of new base brackets for all three bollards which will be fitted by Kevin. The 5 year fixed line circuit testing is scheduled for the Christmas Break, cost TBA. No other hires will be accepted from 23rd December. PAT testing of the microwave Mrs Pam Whitlock has placed in the kitchen for the use of hirers will be carried out at the same time as the line testing.

The emergency light testing was completed by John Herrett, three failures have been noted and reported to Kevin Edwards who has confirmed that these are battery failures, new batteries on order and will be installed ASAP.

Action: Mike Hayday to liaise with Kevin Edwards on exact timing of fixed circuit tests. John Herrett to research bracket fabrication. Mike Hayday to agree and prepare appropriate signage with Pam Whitlock for the microwave.

- b) Automatic door servicing approval. After a short discussion Darryl Parsons proposed that we continue to use PowerAdoor despite Elite being slightly cheaper as they know the system and are the manufacturer's approved service agent. John Herrett seconded. All in Favour.

Action: Julie Bell to contact PowerADoor and accept their quotation

- c) Storage and table replacement. Trustees discussed the request to store tables in the Cowesfield. It was agreed that this could not be accommodated whilst we have groups with small children using the space and whilst other users, mostly fitness groups, needed the area to remain clear. A discussion of making the Cowesfield seating only ensued and it was agreed this would restrict our ability to attract lucrative and socially worthy hirers such as Music Bugs, Yoga, Pilates and the playgroup who need a space smaller than the main hall.

Action: Mike Hayday to write to Breakaway.

Trustees discussed the issues around the difficulties some groups (Breakaway, Functional Fitness, WI and the Church lunch/coffee morning) have with our tables and setting up in general. After a discussion, it was agreed that repairs to the two faulty lighter white poly tables with a simpler folding mechanism would be explored. We would then have six such tables. This would assist some groups who only need two to six tables. In addition we will purchase two devices to enable users to more easily fold away the other tables.

Action: Mike Hayday to order GoPak Fast fold devices and spare blue folding sleeves, John Herrett to review options to repair white poly tables.

Berny Higgins had asked Trustees to consider additional storage. After a discussion Trustees agreed that the provision of additional storage was both problematical

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(where) and expensive and will simply lead to additional demands. It was agreed that clubs wanting additional private kitchen storage could be provided with lockable wall cupboards at cost.

Trustees discussed the current situation in the main store. It was clear that the request made to all the regular hirers to put chairs back as they found them had fallen on deaf ears or that users could not recall where the chairs and tables were before they used them. A picture of how to put them away and a request to do so has been put on a poster in the store room. It was agreed that removing the benches would help make additional space and that they could be put into the outside store. Should there be no reaction from user groups, they can be disposed of in due course.
This might most easily be carried out when the Winter Ball is set up in December.

After discussing a number of options ranging from large cupboards in the entrance hall to a new extension, Trustees decided not to pursue additional storage at this time.

- d) Mole removal. Maggie Davis to ask mole catcher to deal with moles near Skate Park. £10 owed for elimination of mole near children's play area.
- e) Common Road gate replacement/repair. The gate latch is broken, and the gate has no restraint when open.

Action: John Herrett and Darryl Parsons to review repairs

- f) Requests for blinds or curtains in the Cowesfield room. Trustees agreed to review option for blinds in the Cowesfield Room. The package in the store rooms turned out to be dressings for the stage.

Action: Mike Hayday to respond to Breakaway. Darryl Parsons to review potential blinds and obtain quotes.

- g) Heating settings: After some discussion it was agreed that we would set the heating on constant in the event of a cold snap in order to comply with our insurance conditions. It was also agreed that main hall heating requires at least two to three hours pre meeting heating when the weather is at, or below, freezing and we need to ensure that settings are appropriate.

Action: Ian O'Neill will monitor from December.

- 10) Finance update: We have made a small surplus over the last eleven months, despite the investment in the Kitchen improvements. The slight shortfall in centre bookings running rate vs last year is mostly fewer parties so far this year and reduced Youth Group booking of the Cowesfield.

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- 11) Sports update: We have lost the adult Saturday football team booking due to the club folding, however the Sunday team and the junior football are to a large extent replacing any lost income. We await the cricket club response.

Action: Berny Higgins and Darryl Parsons to present new increase to WCC and request preliminary dates for the fixtures so that we can block out the calendar

- 12) Future meeting dates up to June AGM

10th January 2019 at 7:30 pm Cowesfield Room

Saturday 9th March 2019 at 10:00 am in the Cowesfield Room

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

Friday 23rd May 2019 at 7:30 pm in the Cowesfield Room CLOSED MEETING

AGM Saturday 8th June 2019 at 10:00 am in the Cowesfield Room

- 13) AOB - None