

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

MINUTES OF MEETING HELD ON

26th May 2016

- 1) Welcome and apologies for absence
All Trustees present. There were two members of the public present.
- 2) Declarations of interest: No declarations of interest made.
- 3) Public question time and correspondence received.
 - a) Martin Ball, representing the Youth Group, asked if the Trustees would consider the provision of a new Basketball Hoop and shooting in area. The current hoop at the skateboard, whilst it has been recently refurbished by the Parish Council, who are responsible for maintaining the whole of the skate ramp area, is not of regulation height and the surface is not suitable for basketball. The area is also too far from the Memorial Centre to allow adequate supervision during the Youth Group meetings. The Youth Group have a portable shooting in hoop which is used near to the front entrance. Both the Youth Group and the Trustees recognise this as being unsuitable in the longer term. The Trustees discussed several options for sites nearer the Centre or on The MUGA. Trustees agreed in principle, subject to the area being accessible and safe, that a shooting in area would be of benefit to the youth of Whiteparish both under the aegis of the Youth Group and as a more casual activity. This was in keeping with the Trust's mission of providing leisure activities to the population of Whiteparish. The funding would need to be addressed. Martin appreciated that the Youth Group would need to help raise funds and they will also work with the Trust to access and grant funding such as R2 (CIL) moneys via the Parish Council and Wiltshire County Council as well as other sources. A motion was passed requesting that Martin Ball provide the Trustees with some suggested locations and costings as a first step.

Proposed by Berny Higgins, Seconded by Darryl Parsons: All in favour.
 - b) Correspondence received: This included professional advice on the play area impact mats, the donation offered by Raymond Brown and an offer from a potential donor to help with the refurbishment and relaunch of the MUGA. These were discussed during the appropriate parts of the agenda.
- 4) Acceptance of Minutes of the Meeting of April 14th 2016.

The Minutes of the meeting were approved and signed.
- 5) Matters arising not on the agenda:
 - a) Update on Rabbit and Mole control on the Memorial Ground. The chairman had raised this at the Parish Council meeting of 25th May. There has been further damage to the pitch before the last of the season's fixtures on 14th May. The Parish Council were informed of the offer made by Mr James Rogerson, a resident of Green Close who has also helped in controlling moles on the Memorial Ground, to ferret at no cost in order to exercise his ferrets and help the village out. After a discussion the Parish Council agreed that they would be happy for Mr Rogerson to ferret in order to control rabbits subject to informing neighbouring landowners, Mrs Cawley in particular, on whose land the rabbits are situated. It was agreed that Mr Rogerson's details would be passed to the Parish Clerk and that

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
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Maggie Davis would speak to him. The Trustees wish to thank Mr Rogerson for his very kind assistance to the trust in dealing with the moles.

Action: Mike Hayday to contact Parish Clerk, Maggie Davis to advise Mr Rogerson.

- b) Locked gate in the children's play area. The chairman has established that the gate was locked as a result of previous safety reports having highlighted the risk of children running out of this gate onto the main road, the other entrance being deemed to be much safer. However we need to find the padlock key or cut the padlock and replace in case of need to refurbish the other gateway.

Action Richard Burr to check key box for "Masters" brand padlock key.

- c) Heating: Whilst it seems unlikely that the hot air system can be adjusted and given that complaints have now become quite rare according to Mr Twine, this is not deemed urgent. John Herrett proposed to continue to pursue further using the files in the upstairs store to determine the potential for adjustments. Any other solution would involve the provision of back up heat sources which could be expensive both to install and run.

Action: John Herrett to report back at next meeting

- 6) Finance update; The Treasurer reported that, at the halfway point of our financial year, Centre Hires totalled £8,500, which was £1,000 higher than last year's equivalent. Similarly the outside sports hires were also £1,000 ahead of last year's running rate. Costs have risen, but income still exceeded expenditure by over £3,000 despite increased costs for the watering solution. The effect of our endowment interest income was a major contributor to this healthy position. Working capital stood at £37,000. This allows the Trust to be confident of meeting expected expenses such as the car park and MUGA as well as being able to cope with unexpected emergencies. The second half of the year has usually seen lower income and slightly higher costs but the Treasurer is confident that the final position this year will be satisfactory given the fund raising plans the Trustees have developed.
- 7) Car Park update: The chairman reported that meeting dates for week commencing 6th June had been proposed by the Surgery and he and John Herrett will attend and report back to the Trustees.
- 8) Football and Cricket pitch maintenance update: Darryl Parsons reported that he had further developed the list of maintenance tasks discussed last meeting and had had a provisional quote from Richard Hamblin. This was for £3,000 and included regular upkeep maintenance of MUGA, Football, Cricket pre and post season, Play Area and some general control of weeds in the car park and cricket nets. Material (Pesticide Fertiliser, line marker etc.) was excluded. Trustees discussed the amount in the context of the £1,000 cost we already incur for the cricket square as well as the need to protect assets such as the MUGA, cricket square, football pitch and play area. It was agreed that regular maintenance by a professional who was accountable for a contracted level of service was preferable to expecting volunteer Trustees and other villagers, who are not experts, to carry this out. We have been unable to get centre users to volunteer to be Trustees and requests for volunteer help have not been a success. The need to ensure that users pay a market rate was also discussed and Trustees agreed to discuss and agree outdoor sports rates from September 2016 at the next Trust meeting to ensure that a reasonable contribution to costs was made, whilst ensuring that the Trust aim of providing good quality facilities for the use of the Trust beneficiaries at an accessible cost was maintained.

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

A motion was carried requesting that Darryl confirm a fixed price quote from Richard Hamblin and get other quotes so that we can make a decision before the start of the football season.

Proposed by John Herrett, Seconded by Berny Higgins: All in favour.

Action: Darryl Parsons to get quotations ASAP

Action: Darryl Parsons to send list of tasks to Julia for filing with the minutes.

The chairman noted that the football pitch needed prompt attention to reseed the goalmouths as well as the rabbit damaged area. An herbicide treatment might also be needed. Trustees agreed this should be expedited along with the quotation process.

Action: Darryl Parsons to obtain immediate quotes

- 9) MUGA and Play Area update: The MUGA and Play Area working group reported on their meeting and presented recommendations to relaunch the MUGA. A list of immediate maintenance items had been developed. This comprised 20 play area items, 6 cricket net items and 11 MUGA items as well as the mole damage around the ground. Many of these have either already been addressed by the working group or will be addressed shortly. Maggie Davis has applied weed killer to the MUGA, play area, cricket nets and most of the path. The Trustees thanked her for her efforts. This allowed the Youth Group to weed pull and clear the MUGA as part of their community grant activity. Trustees have thanked the group for their work. The fences around the play area have been repaired, thanks again to Maggie and Dean Davis for their support. The Gravity Bowl bearing has been examined by John Herrett. It is not possible to remove the bearing cover as the bolts are corroded. However the inspection only rated this as a low risk and it was proposed that rather than risk damage by drilling the bolts out, we would leave until later in the year as the equipment seems to function satisfactorily.

The remaining items that require professional maintenance will be identified, costs obtained and reported on at the next meeting

The Working group feels that one of the benches cited in the play area report can be repaired and they will report back on this. John Herrett has identified some garden benches available at local retailers, some of which were suitable. The costs range from £50 to £500. After a discussion Trustees agreed that a commercial park bench which was concrete/metal with replaceable wooden slates might be more durable in the long run. It was agreed that John will continue to research alternatives.

Action: John Herrett to review costs and quality of commercial benches, liaising with the working party.

Mike Hayday reported on correspondence received from playground maintenance companies regarding silted up impact mats. This was rated as a low risk item in the inspection report. The companies contacted advised that this was not urgent, that the fall heights involved were such that we did not need impact mats and recommended that we leave this for at least a year. The play area will need to be closed to do the work, there is a risk that the mats will break up when lifted. Minimum cost will be in the region of £2,500 plus VAT. After a discussion the Trustees agreed this should be deferred for at least one more year as the risk factor was low compared with the cost.

MUGA relaunch: The working group proposed that a £10 per hour flat rate charge be introduced, this is aligned with the Memorial Centre hire rates.

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

A motion was passed agreeing that this should be applied for the earliest practical date, probably July 1st, and that we should notify regular users ahead of time

Proposed by Berny Higgins, seconded by Maggie Davis: all in favour.

Action: Darryl Parsons to develop a notice for the Steeple and Street and the shop to explain the decision and our rejuvenation plans. Working Party to contact regular users.

Action Copy of maintenance items to be sent to Julia for filing with the minutes.

The working party have been working to develop an online booking view only calendar similar to that used for the room booking in the centre and propose to align this with Hazel and the village store, who manage the key on our behalf.

A motion was passed agreeing that this should be applied, subject to Hazel agreeing to manage the diary in collaboration with the village shop.

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

Trustees also agreed that we should provide Hazel and the Village Stores with a proposal regarding rules for paying and booking the MUGA

Action: John Herrett to discuss with Hazel Twine. Maggie Davis to then continue to liaise with village store. Richard Burr to review the costs of supplying the village shop with a cheap tablet to allow them to view the MUGA calendar.

Action: Working party to develop and circulate MUGA protocols to Trustees.

Berny Higgins presented a proposal to rejuvenate the MUGA surface at a cost of circa £2,700 plus VAT and source new tennis nets and five a side football nets at a cost of £425. He explained that a village resident who was interested in supporting the relaunch of the MUGA had offered a donation

A motion was passed agreeing that the rejuvenation should proceed.

Proposed by Berny Higgins, seconded by John Herrett: all in favour.

Action: Berny Higgins to arrange purchase of nets and Darryl Parsons to book rejuvenation.

A motion was passed agreeing that the donation request should be followed up.

Proposed by Maggie Davis, seconded by Richard Burr: all in favour.

Action: Berny Higgins to write to the potential donor thanking them for their interest and outlining our plans.

- 10) Fete and 100+ club: Maggie Davis reported on the meetings with Ian O'Neill. All was on track with the renewal process. Three attendees will attend the fete and we will have some assistance from other 100+ club helpers. Maggie will take the opportunity to advertise other Trust activities and responsibilities as it is evident many villagers do not understand what the Trust does.

Action: Maggie Davis to prepare materials and Mike Hayday to print or laminate as required. Berny Higgins and Mike Hayday to provide Maggie with art work and picture of hall.

The recruitment leaflet copy was discussed and approved.

Action: Mike Hayday to print for use at the fete and in the shop.

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

- 11) Donation from Raymond Brown: The promised donation has not yet been received. After some discussion the Trustees agreed that a good quality projector would be a benefit to the Centre and to user groups.

A motion was passed agreeing that the donation should be used to acquire a projector, other quotes to be sourced and the balance of the cost should be requested in the form of a grant via the area board.

Action: Mike Hayday to obtain a quote and review the grant application process.

- 12) Outside maintenance needs:

a) Strimming of area around newt pond: This is a requirement under the newt management programme agreed with the county ecologist as a condition of the planning consent. Trustees agreed that it was not practicable to expect volunteers to do this and 3 quotes to be sourced to carry out the work.

b) Repair of boundary fence by newt pond: Trustees agreed that it was not practicable to expect volunteers to do this and 3 quotes to be sourced to carry out the work.

c) Downpipes and gutters: Sid has placed grids on the lower gutter downpipes and offered to do the top gullies if someone can assist in holding his high ladder. Trustees felt that it was unreasonable to ask Sid to carry out this work due to health and safety. A quote from Salisbury Guttering for £60 to do this has been received

d) Watering of turfed area

A motion was passed that quotes be sought for the pond area maintenance from Richard Hamblin, Dean Davis and Martin Flack. The Salisbury guttering quote should be accepted rather than risking Sid on a high ladder. Trustees thanked Maggie for her work in getting such a good quote from Abbey Turf and agreed that a rota for watering would be set up once the work is complete with all assisting as best they can.

Proposed by Maggie Davis, seconded by John Herrett: all in favour.

Action: Darryl Parsons to get quotes from Richard Hamblin and Martin Flack, Maggie Davis to get quotes from Dean Davis for pond area. John Herrett to ask his contact for a quote. Mike Hayday to liaise with Sid and arrange gutter grid installation

- 13) Management of capital and maintenance works: John Herrett pointed out that we should ensure that for any major works we put to third parties we have a clear specification with a contract which specifies what is required to enable us to manage the contractor and ensure we minimise unexpected cost overrun. All Trustees agreed in principle.

- 14) Date and frequency of future meetings:

Thursday 14th July 2106 8.00 p.m. in the Cowesfield Room

Monday 5th September 2016 7:30 p.m. in the Cowesfield Room

Monday 17th October 2016 7:30 p.m. in the Cowesfield Room

Monday 14th November 2016 7:30 p.m. in the Cowesfield Room

Action Richard Burr to book room, on confirmation, Mike Hayday to place dates in Steeple and Street. All dates now booked

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

15) AOB:

Cover for Sid and Hazel: Mike Hayday advised that Sid and Hazel will be away from 24th June returning on 29th June and cover will be required.

Action: Mike Hayday to manage emails and diary. Mike Hayday to circulate Trustees with dates. All to confirm their availability to open and close hall as required.

May Ball: Maggie Davis has discussed the slight damage to the centre following the May Ball. The committee has apologised and the matter is in hand.

Action: Maggie Davis to keep Trustees informed.

Proposed December function (Winter Ball?): The May Ball committee will help the Trustees with the function and provided some helpful ideas and suggestions. A hold this date advert to be placed in Steeple and Street and advertised in the fete. A planning session will be held at the next Trust meeting. Maggie has begun to cost various catering and music options

Action: Maggie Davis to write advert for S&S and for fete. All Trustees to prepare some suggestions for a theme at the next meeting.

Other Fund Raising: Maggie Davis informed the committee that she has agreed to speak at a fundraiser for the Church on her experiences in Rwanda watching Gorillas. She has asked that the church share the proceeds with the Trust. Trustees thanked her for her generosity.

Richard Digance anniversary tour event: Berny Higgins confirmed the date of 11th February is booked with a suggested ticket price of £12. We will also presell this in the S&S with an announcement as with the Winter Ball function. We will need a sound system for the event. We will discuss this event in detail during our September meeting.

Action: Berny Higgins to liaise with Maggie Davis around the advertisement, linking with the Winter Ball pre advice. Berny and John Herrett to work on the sound system loan or rental.

Memorial Ground: Darryl Parsons advised that Richard Hamblin has not been paid for wicket preparation carried out last year.

Action Darryl to request a proper invoice from Richard for this and for the wicket prepared for Wellow Juniors in May this year.

The rugby post has been sourced:

Action: Darryl Parsons to write a clear advice on the location and method of fixing so that Mike Hayday can present to the Parish Council for their approval at their 7th July meeting.