

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

MINUTES OF TRUSTEE MEETING 26th SEPTEMBER 2019

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. Two items received from the Garden Club.

The first was an email requesting that the Trust consider the purchase of a set of display panels ranging in price from £70 to £200. This is to display photography at the annual show. Should the Trust not be agreeable to providing display panels from Trust funds, the Garden Club requested that, should they decide to make the purchase themselves, the Trust allow storage in the upstairs store room.

Trustees discussed the request and came to the conclusion that as no other users have requested such equipment, this was a matter for the Garden Club to finance rather than the Trust. With regard to storage, Trustees were in principle supportive of such an item being stored entirely at the risk of the garden club on the understanding that the item was of a size such as to allow them to easily carry up to the store and that it would not take up too much room. It was thought that the item would only be required once a year.

Action: Mike Hayday to reply to Garden Club

The second item was a complaint from the garden club with regard to difficulties in removing tables from the outside store on the day of the annual Garden Club show due to other hirers placing items in the way.

Trustees noted that the Garden Club and other hirers are storing items in the outside store entirely without charge and at their own risk. The outside store is principally for the storage of equipment and supplies for the maintenance of the sports ground and for other items used by the Trust itself. However several hirers have requested that they be allowed to store items from time to time. Darryl Parsons noted that the band who had performed at the fete have still got equipment in the store taking up a lot of space. He undertook to have this removed ASAP. Many of the store content, like the garden club tables and fete equipment, are only used sporadically, sometimes only annually. Other items, such as a table tennis table owned by the Youth Group have been unused in the store for some time. Hirers have failed to show any consideration in how they have stored items after events, having not supervised helpers in any way. Trustees agreed to take an inventory of the contents and, where possible, identify the owners. We will and advise groups using the store

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that they can send a representative of their club to the Memorial Ground, on a date to be advised, when Trustees will agree with them where items are to be stored, hopefully in a way which gives all users access. If in the opinion of the Trust any item cannot be conveniently stored, we will ask that they be removed. If we discover any article whose ownership cannot be established, the Trust will remove them.

Action: Berny Higgins and Darryl Parsons to review outside store contents, planned for 28th September. Once this has been established, we will write to all affected hirers with a date for the re-ordering of the store. The Cricket Club as principle users of the store will be asked to help clear it out. Other interested parties will likely include; H A Groundcare (The Trusts Groundskeepers), the Youth Group, the Garden Club, The Fete Committee and the School PTA. Mike Hayday to respond to Garden Club.

4. Acceptance of Minutes from meeting of 8th August 2019. Acceptance of the minutes was proposed by Richard Burr and seconded by Darryl Parsons
5. Matters arising not on the agenda. None
6. Julie Bell to sign Trustee register – Julie Bell signed the Trustee register
7. Winter Ball preparations – All in hand, Trustees will be contacted by Maggie Davis nearer the date for specific tasks. Most of the tickets have been reserved and the alcohol licence is also in hand. Sarah Skeates has once again volunteered to source raffle prizes, if sufficient prizes are donated, some will be carried over to the 100 Club.
8. 100 + Club party preparations. Mike Hayday reported that he has placed a pre-invitation in Octobers Steeple & Street. Trustees discussed and amended the invitation circulated. Trustees agreed actions, which can be fine-tuned at the November meeting.

Action: Maggie Davis, Julie Bell and Julia Hayday to coordinate hot supper. Mike Hayday, Richard Burr and John Herrett to organise email and printing of invitations and posters (target early November). Maggie Davis to consider potential musical interlude. Mike Hayday to prepare table quiz. Mike Hayday to approach Tesco and Waitrose regarding raffle prize donations. Mike Hayday and Richard Burr to source raffle donation from Trust. Richard Burr to agree ticket sales with the village store.

9. Pantomime update. All in hand, need to confirm the space needed by the theatre group which will enable us to determine the number of tickets we can sell. After a discussion we agreed that we will price tickets at £10 for adults and £5 for children. Start time will be 7:00 pm and we will have a cash bar selling wine, beer, soft drinks as well as tea and coffee. We will also sell children's snacks. Tickets will be sold at the village store and seating will be free, first come first served. Poster will be put on noticeboard as well as the village web site and the school.

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Action: Maggie Davis to source information on space needed from Forest Forge and liaise with John Herrett regarding audience numbers. Maggie Davis and John Herrett to liaise on ticket production. Richard Burr to agree ticket sales with the village store. More detailed discussion on who is helping at our November 20th meeting. Maggie Davis and John Herrett or Mike Hayday to liaise on printing posters for stores notice boards and school.

10. General maintenance.

- a. High level clean and velux repair update. All in hand, John Herrett working with Kevin Edwards on lights/high level clean. Ian O'Neill has obtained two quotes so far for velux blind repair and roof lights leak. Trustees agreed we should proceed with the blind repair ASAP with Salisbury Blinds. In the meantime, the velux controls will be removed from the kitchen to prevent further damage to the blinds. The quote for velux leak identification and repair is over £1,200. There have been no more leaks. We will continue to source velux leak quotes, whilst monitoring the leak situation. Maggie Davis reported that a friend had suggested a source for the hire of a motorised rubber wheeled scissor lift which would help in assessing the velux leak as well as light bulb replacement.

Action Mike Hayday and Ian O'Neill to remove controls and pursue quotations. Maggie Davis to investigate hire of scissor lift.

- b. Non urgent minor repairs update. All complete, many thanks to John Herrett who has also completed the installation of the room thermostat cover in the hall and replaced the cladding by the entrance. Thanks also to Keith Billett who has repaired the damaged toilet cubicle in the ladies washroom and fixed the cupboard doors in the main hall at no charge. The Trust thank him for his generous help
- c. Decoration update. The Cowesfield and the main entrance have been completed. The Trust await written quotations for the rest of the building. It was decided to approach the Parish Council for a grant towards the anticipated costs.

Action: Mike Hayday to write to the Parish Clerk

- d. Removal of Football Foundation sign. In hand, quotation expected soon from HA Groundcare
- e. Men's washroom leak. Trustees examined the leak reported to Ian by the cleaners. This looks like a water leak from either the plumbing or the roof.

Action: Mike Hayday and Ian O'Neill to examine the roof and the overhead void on Friday 27th and take appropriate action

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11. Finance update: no matters to discuss.

12. Sports update: We have only one football team, a youth team on Saturday mornings.

This will gravely impact sports revenue, with little reduction to costs. Mike Hayday has informed Alderbury Football Club of our pitch availability, however they have six pitches of their own. Berny Higgins will contact the Wiltshire and Hampshire leagues to see if we can attract ad-hoc fixtures. Maggie Davis reports that Mr Mike Ward of Nomansland football club has expressed an interest in the old fixed position posts which are awaiting disposal. Trustees agreed he could have these if he agreed to pick them up.

Action: Berny Higgins to contact appropriate leagues. Maggie Davis to speak with Mr Ward re goal post disposal. Berny Higgins to price up replacement junior nets.

13. Discussion on Tithe Maps donated by Eric Chase. Julie Bell reports that framing will cost between £60 and £210. After a review of where we might site the framed maps, Trustees agreed that they were interesting, but not suitable for display. We agreed that we would store them on Mr Chase's behalf making them available to any groups who requested them. Trustees thanked Julie Bell for her efforts.

14. Play area inspection update. Scheduled for October at a cost of £85.

15. Caretaking update. Ian O'Neill has removed the external curled mats and is in the process of trimming them for use at football and cricket only. He awaits further advice from SSE on the postponed power outage. He continues to monitor the dishwasher. The issue with the Youth Group bean bags blocking the store room access has been resolved. The main hall floor will be polished on 29th September. Ian informed the Trustees that he will be away from 19th to 23rd October. Trustees will provide cover.

16. Trustee recruitment. Trustees agreed the two notes advertising for Trustees prepared by Mike Hayday. One for circulation to the indoor user groups and one for Steeple and Street January edition.

Action: Mike Hayday to amend notes with meeting dates and Richard Burr to provide hirer contact list to Mike Hayday for emailing of request to nominate Trustees.

17. Future meeting dates.

Wednesday 20th November at 7:30pm in the Cowesfield Room

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

Thursday 5th March 2020 at 7:30pm in the Main Hall

Thursday 7th May in 2020 at 7:30pm in the Cowesfield Room CLOSED MEETING

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

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18. AOB

Maggie Davis asked if the Pantomime would require a PRS licence. Trustees discussed and John Herrett suggested that it depended on what kind of music they were using and whether they have their own licence. Maggie to investigate. She will apply for a charity licence for the Winter Ball. Trustees agreed that the 100+ Club Party was a private event and would not need a PRS licence.

Ian O'Neill asked what the policy will be for the posters hirers and others who are leaving posters for display on the A Frame and our notice board. After a discussion, Trustees agreed that whilst we would allow Ian to use his discretion, we would not allow non village events to be advertised and will prioritise regular hirers. We will also need to police dated event notices and remove them as appropriate.