

Wellow Recreation

Minutes of a Trustee Meeting on 28th January 2016 at Manor Stables

Present: Hugh Prentice (Chair)
Rob Greig (Vice Chair)
Heather Andrews (Parish Council)
Stefan Chauveau (Parish Council)

Apologies for absence were received from Mike Clarkson (Treasurer), Rupert Dewey (Secretary), Sian Johnson and Marcelle Speller.

1. Minutes of Meeting held on 11th January:

The minutes were agreed.

2. Matters Arising from the Minutes:

Minute 2:2(a). *Bank Account*. This is in now in place.

Minute 2:5. *Hire/charging policy*. This has been shared and discussed with a number of village organizations. The Parish Council Finance members and the Hort Soc have stated their agreement to the policy. Following a meeting with the Village Hall and Magic Box, it has been agreed that the Village Hall will make it clear to those booking the Village Hall that bookings they take are for the hall only and if people wish to use the play area or wider facilities, they must contact WR. (Use of the play area as part of parties or similar by Wellow residents booking the hall remains free).

For Magic Box, it was noted that they have had use of the play area and field for many years without making a payment. WR is now taking on financial responsibility for these facilities – both annual running costs and the need to build a sinking fund to repair/replace play area facilities. The Trustees believe it appropriate that Magic Box should contribute to these costs given their use of the facilities and that their use of this village facility is understood by parents (including several from outside Wellow) as being part of what they are getting when purchasing places at the playgroup. The Parish Council has recently received a report noting repair works that are needed. A plan will be developed once costs are fully understood to meet such major costs through a mix of a sinking fund, grants and fund-raising. Magic Box's active participation in fund-raising to meet repair costs was also discussed. The PC is to be asked whether last year's under-spend on the play area has been put aside in the accounts to meet any of the current repair costs. The Magic Box Chair agreed that it is reasonable to request a hire payment from the charity towards maintenance and repair and will take the matter to his Committee once a specific amount has been proposed. He was assured that such payment would be ring-fenced to play area costs.

Action RG/MC

Minute 2:7. *The Pavilion*. The working group taking this forward has met and plans are being developed as previously noted.

Minute 2:3. *Drainage on the playing fields*. The PC has been informed of the Trustees advice on this as noted in the previous meeting. This is being discussed at the PC meeting on February 2nd. It was noted that a neighbour to the field has reported increased waterflow in their garden during the recent very heavy rains. The Trustees remain committed to trying to find a solution for the whole site.

Minute 6. *Lease*. RD has drafted a lease following discussions with the PC, which is being considered by the PC on February 2nd. As the draft had only just been received by Trustees, detailed discussion was deferred. However, as this document is a crucial one for the responsibilities of WR, all Trustees were asked to study the document and send comments to RD and HP as a matter of priority.

Action All Trustees

3. Parish Council Meeting

HA and SC to take matters relating to drainage to the PC on February 2nd as discussed. The draft lease is also to be discussed.

Action HA/SC

4. Actions from Site Management Group (SMG)

A first and very positive meeting has taken place which focused on risk assessments & safeguarding, achieving maximum participation among all age groups - especially children and teenagers, producing a 2016 plan for each sport, and giving thought to how best to raise funds by charging participants.

Questions asked by the SMG to the Trustees were:

- The long-term strategy for Wellow Recreation. This will be addressed in a few months time once the immediate tasks of establishing the operation of the charity and the legal and practical arrangements for the facilities are completed. In the meantime, the focus is on encouraging maximum take-up of the facilities.
- Use of the tennis courts for sports other than tennis and netball. This is not possible. The arrangements for the school's football coaching. It was noted that discussions with the school had started but needed progressing. In Debbie Clarkson's absence on holiday, HA agreed to raise this with the School and Andy Smith and bring proposals back to the Trustees.

Action HA

5. Appointment to the Village Hall Committee

Heather Andrews was nominated to represent Wellow Recreation on the Village Hall Committee.

Action HP to notify the VHC of the nomination

6. Communication and Website

RG has met with Christina Chauveau to agree an approach to the website. Expertise in word press is needed. Joe Karthausser to be approached to request help in design and training for RG and CC. If this is not possible, then an appeal is to be made across the village for expertise.

Action RG

A short summary document about WR to be prepared for sharing across the village to increase awareness of the charity and its purpose. Notes of the outcomes from Trustee meetings to be shared through the Parish Newsletter and website.

Action RG

7. Insurance

RD has explored costs and obtained an initial quote. The Trustees stressed the importance of not paying for/duplicating costs around insurances that already exist through the Parish Council and LTA.

Action RD/MC

8. Risk Register

HP agreed to produce a draft of a risk register – as is best practice for charitable organisations.

Action HP

9. Any Other Business

a *Theatre Production.* The July Theatre production to be publicised in notes to the village about WR. Nearer the date, a Trustee to be identified to help Ron and Sheilagh Humphries with publicity. Ron and Sheilagh will be asked what information we can start to share about it now.

Action RG

b *Trustees.* There were discussion about the two remaining vacancies. HP agreed to approach a number of identified people about co-option to one of them. RG to arrange for publicity asking for a young person to fill the second vacancy.

Action HP/RG

c *Fund Raising.* It was noted that Wellow Valley Tennis is organizing a wine tasting in the village hall on April 22nd and a summer garden safari supper on June 18th. Fund raising to be a substantive item on the agenda for the February meeting.

Date of Next meeting; Thursday 25th February at HA's house.