

WELLOW RECREATION



MINUTES OF MEETING

THURSDAY 29 OCTOBER 2015 @8pm

Present : Nominated Trustees - Hugh Prentice, Rob Greig, Mike Clarkson, Rupert Dewey,
Christina Chauveau

Apologies : Nominated Trustee - Sian Johnston
Wellow Parish Council Representative - Heather Andrews

In Attendance : Debbie Clarkson (representing the Tennis and Netball Groups)

Minutes : Rupert Dewey

- | | ACTION |
|--|--------|
| 1. a. It was noted that since the last meeting on 12 September 2015 Lesley Bailey had decided to resign as a potential Trustee. | |
| b. We would like Peter Downey to join the Trustees, but need clarification as to whether he wants to join | HP |
| 2. Minutes from the last Meeting on 12 September 2015 were approved, with the following updates | |
| a) RD and HP reported that registration had been applied for with the Charity Commission on 12 October and it was hoped that the application would be finalised and completed by early December. In the meantime it was agreed that MC would try and open the Bank account with the Co op Bank so that this was in place | MC |
| b) Site Management Group . A draft paper had been prepared by MC and SJ and some outline brief and costings have been put forward . Some amendments were made to the paper and it was agreed that MC would finalise this before the next meeting for consideration .It was also agreed that RD would write to the Village Hall Committee to invite them to appoint a member to this Group | RD |
| c) Clarification of lead people in the various sub groups and it was agreed that HP would ask Heather Andrews to take up with the Parish Council the formal nomination of two CIO Trustees at their next meeting | HP |
| d) It was agreed that as soon as the CIO was registered that HP and RD will meet representatives of the Parish Council to agree arrangements for WR to provide the service that WPC want | RD/HP |
| e) Parent of Childrens Play area . Heather Andrews needs to approach a suitable representative as agreed at our last meeting | HA |
| f) Operation and Maintenance . This was covered in the Site Management brief which MC and SJ are working on however it was agreed that RG and MC would meet to put together a Policy and Memo regarding use and possible charges for organised use of the Playing Fields for organised events whether sporting or otherwise although the principal remained that the use of the playing fields for informal use would continue to be free .It was also agreed to put forward a | RG/MC |

WELLOW RECREATION



- draft framework for the relationship between WR and the various sub Groups e.g Tennis cricket netball and Boules and Football .SJ and MC would follow up the identified representatives of the various subgroups .
- g) Working with Wellow Valley Tennis Group and funding for the Pavilion . This needs to be looked at carefully by a group of Trustees although it was hoped that this project would be delivered and completed by next Summer 2016 . We agreed that a meeting be arranged with Wellow Sports to look at timing and options and agree a statement of requirements and obligations . After discussion about the need for toilets, we considered that a Portaloo should be considered, be sited near the tennis courts on a temporary basis and it was agreed that this matter should be referred back to the Parish Council for their consideration .
- h) Car Parking and Access to the Playing Field . There was a discussion of the present situation and it was agreed that we needed to come back to this at a later date, with a view to providing most benefit to the community
- i) Banking arrangements . It was agreed that Mike Clarkson and Hugh Prentice were authorized pursuant to section 82 of the Charities Act 1993 to open a Bank account with the Co op Bank and were given authority to enter into obligations on behalf of Wellow Recreation . It was further resolved that any payments made by Wellow Recreation be authorized by any two following signatories as follows : Mike Clarkson, Hugh Prentice, Rupert Dewey, Sian Johnson .These resolutions were passed unanimously
- j) Draft budget. This is being worked on by MC and it was agreed that the costs need to be better defined before he can draft a budget and we will work with WPC to get an estimate of costs
- k) Insurance . RD reported the Parish Council has a comprehensive cover. We need to know exactly what is covered and the premium for each section – RD to get details form the Clerk
- l) VAT position . WR's turnover will not exceed the VAT threshold for registering. WR can choose to register if it wants to. It was agreed that we would look into whether it was beneficial for WR to be registered for VAT or not.
- m) Fund raising . This needs to be coordinated and the Trustees need to appoint someone to lead and front planned events and activities and Grant applications
- n) Communications . A plan needs to be put together and CC will look at this once the CIO is constituted . We agreed to go ahead and register Wellow.org
3. AOB
- a) It was agreed that Richard Holland would be asked to create a tab for Wellow Recreation on the Parish Website and that the Minutes would be published on this site .
- b) It was also agreed that HP would submit a grant application to WPC to recover costs of providing our services .
4. Date of next meeting 10th December 2015 8pm
At Summerfield, Wellow

