

WELLOW RECREATION



**Draft minutes of Wellow Recreation Trustees Meeting
31st AUG 2017
Held at Hillscroft, Wellow**

Present: Mike Clarkson
Debbie Clarkson
Beth Jackson
Heather Andrews
Bea Dowty
Peter Gaines

1. Apologies

Prakriti Karthausser
Ollie Hartnell
Lyn Doman

2. Trustee Appointments

MC has sent a note to Ollie asking for his representation at the field management group to support youth participation across WR sports. Awaiting feedback from Ollie Hartnell on preferred way forward **Action MJC**

Update the charity commission with new trustee 'Prakriti Karthausser' details
Action BJ

3. Minutes of Previous Meeting

July minutes approved by the trustees

4. Matters arising:

4.1. Letter of Appointment draft available for review and comment. WR Trustees to provide comments to BJ and MC by Friday 8th September. Billy Wright Chairman of Wellow Parish Council has read the draft and provided feedback. DC agreed to send the letter to Robin Campbell of WPC for review and request a slot on the agenda at the Parish Council meeting on the 18th September. **Action DC**

4.2. WR Roadmap WR Trustees meeting in July resulted in agreement to focus on 3-4 priority projects, which will require specific fundraising efforts by Wellow Recreation Trustees. Our focus on 3-4 projects is intended to reflect that this is probably the maximum that we can reasonably manage properly over a 12 month period. Nonetheless, we have decided to set up a 'living' roadmap on which we will record all projects sought by the various users of the recreation ground (excluding tennis). The intention is to grade each according to priority / urgency and feasibility, and to be prepared to re-visit, if necessary.

We will also be clear to distinguish between:

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- Specific capital projects
- Ongoing running cost (usually best addressed through Community Chest local fundraising)
- Major events e.g. Open air theatre production, summer music event (planned for 2018)

MJC will hold a meeting with WFG to agree requirements and put to the trustees for agreement. **Action MJC**

4.3 Play Park Improvement – PG was given the leadership for the Play Park Improvement initiative and will develop the case for a play park seeking help from Rachel Kotchie and Vicky Hammerton during the next period.

4.4 Sports Participation

4.2.1. New Sports – Good level of interest from trustees in developing new sports on the Wellow Recreation Playing field. Touch Rugby, Fitness Classes both mentioned as possible ideas to explore. Discussed how to increase participation of the outdoor Gym and agreed it would be a good idea to approach Rachel Kotchie and Claire Chapman for advise. Is there an opportunity to tap into other coached resources? – **Action HA**

4.2.2. Trustees discussed the need for a methodology to measure success based on participation and investment in community. For now, we will explore putting a comments/log on the website for an audit trail of feedback / complaints and think of other way's we might capture this. **Action BD.** We also need to Look at how good we are at maintaining WR facilities.

4.2.3. The need to measure the current level of participation was discussed and agreed across activities on the playing field. Contact sports representatives for regular numbers and time of usage include St Julian's after school clubs, WVT Calendar and MB usage of the play park. **Action HA**

4.3. Sports Pavilion: Community efforts continue to be focused on the funding shortfall (circa 10k). Sports Pavilion work group members announced at the last Parish Council Meeting as Beth Jackson, Peter Gaines, Andy Smith, Debbie Clarkson, Heather Andrews. An additional WVT member will be requested to complete the group at a later date. BJ committed to support AS in pulling together a terms of reference. Discussed the need to invite Andy Smith to the next WR meeting and provide an update on funding. **Action BJ**

5. Fundraising

5.1. Strategy

WRC will identify 3 principal funding projects over the next 12 months.

5.2. Projects

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APG will act as Project Leader for the Play Project, thus providing extra help to Rachel and Vicky.

APG to meet with Rachel & Vicky:-

- Receive background, rationale, estimated cost, progress to date – for APG to approach funders.
- Set out division of roles between PC and WRC.
- Understand and develop Magic Box stance on contributions in future.

Agree 2 more projects – **Action MJC & BJ**

5.3. Fundraising

- Funding discussion to be organised with WVT. **Action APG**
- Principal funding sources tapped for WVT: Which inappropriate for WRC to pursue.
 - Any surplus, which could spill into WRC?
 - Ongoing ad hoc co-operation.
- APG to contact Parlour Shop to avoid competition for Aviva funding.
- APG to revisit funding sources (ref attached notes).
- 2018 Music event: APG to sound out Ron H for advice/back-up and build team.
 - Follow-up Laura Marling (in hand)
 - Follow-up George Ezra (contact)
- APG to discuss touch rugby interest/funding at Bath Rugby Foundation meeting 20/9/17

5.4. Community Chest

- 5.4.1. **16th September** - Friends of St Julian's will host a 'Poldark Pig & a Jig' evening. Request WR Trustees support with the bar rota.
- 5.4.2. **18th November** - WR hosts the Wellow Safari Supper. DC and MC agreed to set up a repeat of the silent auction and Dave Millar and Tom Jones are asking for hosts for Starter and Main courses. Please do respond to the emails if you're able to offer your support on the night.

5 Promotion

- 5.1 Agreed to have a fresh look at our promotion section and the need to come up with a better structure at the next meeting. Beth, Prakriti and Bea to meet and start discussions. **Action BJ**

5.2 Strategy



5.2.1 Communication opportunities – Wellow Parish Post, Church Newsletter, Social Media for regular sports meets. i.e. football changes location to Writhlington on Thursday 7th September. Also Business as usual cascades such as sports field closure requires reminding via social media following the informative Wellow Parish Post update recently released by Andy Smith.

5.3 Website – Webmaster BD made a number of improvements to the Wellow Recreation Website and continues to make updates and improvements on behalf of the trustees and sports leads. WR Trustees are keen to include the Hortsoc update on the WR website and details of the flower show with pictures / winners etc. Photograph's need updating on the Website. **Action BD**

5.4 Advertisement – Although not discussed at the meeting, DC has agreed to publish a monthly comms via the Wellow Parish Post. This can be shared for feedback amongst members. **Action DC**

5.5 Participation and Growth – question raised on how we measure this based on Web site hits / social media friends / likes / features.

5.6 Social Media – PK agreed to take on Social Media for Wellow Recreation. Parental Consent Forms required, especially from school kids, Magic Box Parents and Club participants. **Action PK**

6 Infrastructure

6.1 Field Management Group

6.1.1 WVT Field Management Representative. Need to discuss and agree with Andy Smith and ensure updates from Wellow Recreation are fed into the WVT meetings.

Action: DC and MJC

6.1.2 **Cricket.** Cricket Nets to be fixed Monday 4th September

6.1.3 **Outside Gym** Annual inspection required. **Action MJC**

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6.1.4 **Football** we are considering how best to arrange for temporary football goals so that children (and possibly the school) can continue to play on a smaller area while the pitch is closed off. **Action MJC**

6.2 Project Drainage: Wellow Parish Council announced the project to improve the drainage system on the playing field to commence from 18th September to 2nd October. Meeting with Mrs K Parker on football field.

Fencing will be erected around the football pitch to prevent access and protect the ground from September. It is anticipated the pitch will re-open anytime between Easter and early May 2018.

6.3 Acceptance of New Initiatives.

No new items put forward during this meeting by the FMG or Wellow Parish Council.

7 Financial Update

7.1 Treasure Report August 2017

Current bank balance = £8,043.00

Significant income = £564 cash surplus from The Third Policeman

£300 from footballers (maintenance contributions)

£114 from cricketers (July 2 Summertime Slam)

£78 from Bea (donation transferred from WVT)

Significant expenditure = £0

Theatre production Income to date:

£434 from 2016

£1000 from Tesco 'Bags of Help' appeal

£1500 from Moran donation

£375 from HMRC gift aid

£546 from 2017 production

Total = £3855

Note: Ron & Sheilagh request £1500 'ring fenced' for future productions + £250 to Boules Balance of £2105 to general Wellow Recreation funds

B&NES invoice by WPC received for Year 1 (June 2016-May 2017) total

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£2.863.88 which includes credit of £379.20 for white-lining
Wellow Rec to pay WPC £1.750 to clear the account **Agreed by Trustees**

Ron Humphreys has successfully applied for a Tesco 'Bags of Help' grant
of minimum £1,000 which will be received end-2017.

7.2 Financial Objectives 2017/18 – proposed by MJC

7.2.1 Day-to-day finance

To meet our financial obligations to the Parish Council relating to the costs of maintaining the playing field and its equipment via contributions from organised groups using the field and from fundraising activities (including a share of proceeds from Wellow Community Chest).

To generate enough annual surplus to enable a sinking fund for the eventual replacement of 'Wellow Sports' assets.

To maintain a cash reserve of at least £3,000

7.2.2 Financing small investments

To generate sufficient additional income from sporting and cultural groups and from village fundraising to enable 'routine' upgrading of the equipment and facilities

7.2.3 Helping to finance major 'capital projects'

To participate with other village groups in fundraising (including grant applications) for major capital expenditure projects to install new facilities on the playing field and children's play park.

8 Other Business

8.1 Youth Club Container – Village Hall Committee expressed concerns about the current state of repair and are also concerned that it is sited on land leased by the village hall. Wellow Recreation Trustees felt there was no 'single owner' but multiple village groups are using the container to store equipment. The possibility that it could be incorporated into the Wellow Parish Council blanket insurance policy was raised. Trustees requested this to be discussed at the September Parish Council Meeting and the Hort Soc to be briefed. **Action DC**

12. Next Meeting

Save the dates for forthcoming Wellow Recreation Meetings: -

Written mid-way trustee update 20th September

Thursday 26th October (Invite Andy Smith)

Thursday 30th November agreed for Christmas drinks and nibbles at the F&B

Thursday 4th January 2018