



**Draft minutes of Wellow Recreation Trustees Meeting
30 May 2018
Held at Hillscroft, Bull's Hill, Wellow**

Present: Beth Jackson
Mike Clarkson
Debbie Clarkson
Lyn Doman
Bea Dowty

1. Apologies: Peter Gaines

1.1 BJ welcomed new trustees and stated her pleasure at their nominations at AGM
Kathryn Black- Social Media
Sibella Crockett-Chauveau – Youth Rep

1.2 BJ reminded all about the process of the WR Trustee meetings:
Meeting every 8 weeks
Progress update between meetings

1.3 BJ reminded all about the information sent out by email prior to and in preparation for meeting discussions, as follows:

- a) Agenda
- b) Reports from PG re: Play Park Fund Raising

2. Projects

2.1 Play Park Project – Status of BANES Inspection (DC):
It has been 15 years since the last renovation. The ground has moved, affecting the tunnels and equipment.

2.1.1 Funding Status:

- Funds needed for delivery in 2019.
- Trustees referred to PG report that all had read prior to meeting.
- There are three current submissions; Big Lottery and G/Weston most hopeful.
- Local fund raising: engage Community Chest (CC) via the three events each year.
- Consider putting on a one-off event in addition to CC events.
- Contact Prakriti Karthausser and Rachael Kotchie to ask for feedback on events planned locally. **Action: BJ**
- Establish a Play Park Team to drive project forward, ask Magic Box for a rep **Action: DC**
- Various ideas for events discussed. Ask Village Hall if they would donate the hire for a children's party. **Action: BD**



2.2 Pavilion Update (DC):

- Plumber has connected the water supply and will return to complete connecting the dishwasher tomorrow.
- Meter is on the car park near the 4 car spaces. It will be read by Andy Clark, V Hall Treasurer, in company with Mike Clarkson.
- There is to be:
 - A meeting 31 May regarding operational procedures.
 - A session planned for key holder's induction inc H&S.
 - Check list for opening/closing the building.
 - Rules and regulations.
 - Suggestion book.
 - Log book for people to record opening and closing times.
- A rope will be across the kitchen entrance to keep unauthorized people out.
- Kettle tap is causing concern to some, so there will be a sign for it.
- No under 11's will be allowed into building unless supervised by an adult.
- WC will have a 'DO NOT....' list on wall outlining care of use.
- Liz Wharton has agreed to do cleaning for WC (budget of 2hrs per week)
- Eventually there will be a keypad lock on WC to make it more accessible.
- Rules will be circulated once finalized and posted on WR website.
- No cash policy: there will be a card reader for payments.
- Invites go out 31 May for Launch Date: Saturday 30 June 2018, 2pm.

- Review to be done of Pavilion meeting for WR minutes **Action: DC**

- There will be an official handover to Pavilion Team of:
 - 2 x WR Trustees
 - 2 x WVT Committee Members
 - 1 x Resident (TBC)

2.3 Additional Project (MC)

- Electricity cable is being installed to a box with 2 sockets on field for events like Hort Soc Flower Show and Outdoor Play.
- Outdoor Play are paying half the cost and a request has gone to Hort Soc for contribution.
- BD queried if the maximum wattage for the Miracle Theatre usage has been considered. MC reassured it has and that a trip is installed and tested.
- Trustees approved of project.

3. Funding (MC)

3.1 Informed Trustees there had been a contribution to funds from Michael Eavis, Glastonbury Festival, of £300

3.2 Went over the statements in detail, explaining how finances work regarding sports group contributions for the new trustees:



- Income & Expenditure 23.03.2018 to 28.05.2018

Summary:

Opening Balance	£5,468.27
Income	£970.87
Expenditure	-£268.14
Ring fenced	-£3480.84
Free cash	<u>£2690.16</u>

- Sport Contributions 2016/18

Summary:

Income	£8622.83
Expenditure	-£2600.00
Balance	<u>£3035.62</u>
Ring fenced	-£3480.84

3.3 Charity Commission - Accounts due to Charity Commission in October.

MC & BJ working on this.

Action: MC & BJ

3.4 Community Chest is holding an Arts & Gardens Trail on 24 June 2018 involving the whole village, including children's paintings, Arts Group work and ceramic displays in the Village Hall

3. Field Management Group (MC)

4.1 How the group works was explained for the benefit of the new Trustees.

Suggested SC-C joins the next FMG, as youth rep.

Action: SC-C

4.2 Field Status & Update on usage

- Fencing was removed mid-May
- There is a major issue with the football pitch: sand lines shrinking, leaching and settling. Footballers are finding it too uneven.
- Andy Smith is negotiating with contractors to return and fill with seeded sand.
- Footballers & major events will need a timescale for restart of use. **Action: MC**
- Need to check with BANES if still ok for marking the field. **Action: DC**
- The following will need to be contacted:

School re: Sports Day, 24 June

Ron H re: Outdoor Play, 19 July

Hort Soc re: Flower Show, 1 September

Action: MC & AS

- BD commented that the boules piste is being affected far more by ingress of water than before the works were done. At a recent league match it had pooled badly, within 10-15 mins of it raining.
 - Cricket nets need repairs and creases marked.
 - Aubrey Gerber, Green Gym, will be tidying-up areas public around the village and has started with the chicanes and will weed the outdoor gym and boules piste using environmentally safe solutions.
 - LD advised that the fence at the northern edge of the field needs attention.
- Agreed to send message to Robin at Parish Council via DC with additional support of LD, requesting they explore provision of new fencing.

Action: DC & LD



4.3 Field Management Group update

- Field Tasks Checklist drawn up by MC and will evolve to be posted on the WR website for people to access and offer skills required to deal with them.

Action: MC & KB

5. Admin (BD)

- 5.1 Trustee meetings need to be on a different day of the week because W. Boules plays in the Thursday League and 4 key players are Trustees. Agreed on Wednesdays; next meeting agrees as 11 July 2018, other dates to follow.

Action: BD

- 5.2 Feedback on AGM minutes.: no issues.

6. Social Media/PR (BD, KB, SC-C)

6.1 BD reported on:

- a constructive meeting with KD who will be taking over the webmaster role and Facebook page.
- Twitter is not attracting any visitors - Instagram may be more attractive, especially to younger users.
- SC-C agreed to set-up an Instagram page and to manage it.

Action: SC-C

- 6.2 Feedback on website: all felt it is clearly laid out, looks good but could be improved.

6.3 The umbrella domain wellow.org emails are not accessible to trustees.

- The existing gmail.com addresses are working well, with incoming mail forwarded via links to personal email addresses of relevant Trustees; protecting personal information.

6.4 The gmail addresses are self explanatory:

- webmaster.wellow@gmail.com
- secretary.wellow@gmail.com
- BD will set-up one for Instagram

Action: BD

6.5 Send copy for website to webmaster email address

- For social media to the secretary to be forwarded to relevant trustee. **Action: All**

6.6 BD voiced concern over non-trustees having admin access to the WR website.

- BJ requested an information hunt on who controls what.

Action: KB

6.7 Updates required for trustee profiles on website (send to webmaster);

- KB & SC-C need to be added **Action: KB & SC-C**
- All other trustees to check existing and correct/update information if required

Action: All

7. AOB

BJ & BD to meet to complete Charity Commission report

Action: BJ & BD

Next Meeting: Wednesday 11th July 2018 at the Sports Pavilion