



## Minutes of Wellow Recreation Trustees Meeting (Draft)

**Wednesday 20 March 2019**

**Wellow Sports Pavilion**

**Present:** Beth Jackson – Chair  
Peter Gaines  
Bea Dowty  
Mike Clarkson  
Debbie Clarkson

**Apologies:** Sibella Crockett-Chauveau  
Katherine Black  
Lyn Doman

### 1. Admin (bfwd) – BD

**1.1** Trustees approved January 2019 Minutes. Post on website. **Action: BD**

**1.2** AGM Agenda: discussed and agreed format and content **Action: BD**

**1.3** Sports leaders and other attendees invited by email to AGM but have not responded.  
BJ – Football, will arrange report via BJ  
BD - Boules confirmed

Discussed and agreed that trustees will phone individuals as follows:

MC – Cricket & ODT

DC – A Smith, Tennis

BJ – A Dennis, Community Chest

PG – R Kotchie, Play Park

Agreed that Magic Box should also be invited – BD will contact **Actions: All Listed**

**1.4** Current indications of Trustees intentions at AGM:

Standing for re-election: BJ, KB, LD, MC, DC, BD

Standing down: SCC, PG,

- PG will continue working on funding grants and will action a fluid handover to the WR Trustee that eventually takes on the role.
- Key roles indications of willingness: BJ - Chair, MC - Treasurer, BD / DC – Secretary.
- If DC remains on PC there will be a need for three new WR trustees and one more PC nominated trustee. If not, then two WR trustees and two PC nominated trustees.
- MC will approach GP regarding their considering standing for election for 2019

**Action: MC**

### 2. Projects

**2.1** Play Park Appeal - PG will do a full report at the AGM.



## 2.2 Funding Status (PG)

Currently has secured:

£10,000 via Big Lottery

£28, 500 from Communities Fund

Awaiting results from Postcode Lottery of £20k and Greggs of £2k

MC – Income in WR account is £2298. Full account presented.

Has had £50 from Viewpoint. Asked BD to investigate this source.

**Action: BD**

All Local Giving amounts received are accounted as being for the Play Park.

- BD stated children's' tickets for the event in April sold out quickly, so 5 more were made available. Total value of sales to date: £245. In addition, there is £70 to come from the Easyfundraising website at the end of March.

- LD to be asked to find out about the fencing for the Play Park x 3 quotes.

**Action: BD**

(NB: Metal posts and fencing similar to current)

## 2.3 ODT (MC)

Target budget to make £1000 profit, with back-up plan to be decided at next meeting.

- PG stated Calor Gas has funding of up to £5K for local communities that may suit ODT.

- BD confirmed that DW agreed for an advert to be in the April Parish Magazine to get sales going.

## 3. Field Management Group (MC)

3.1 Met with KJ to discuss points that need addressing.

KB reported there are problems with the cricket mats. The surface of the matting is fine but dirty due to the bad weather.

It is hoped that a new contractor will get everything into shape.

3.2 Field Management Group update – no meeting this month.

MC will arrange a meeting asap after AGM.

**Action MC**

## 4. Admin –(cont.) MC

Discussed the contractor quotes for field maintenance:

- GreenSward (GS) has quoted a fixed price for 3 years, with 50% reduction in frequency of Play Park grass cutting and no provision for weeding areas like paths and outdoor gym.

- BANES quote is higher and to be reviewed annually. MC stated they have needed to be prompted to do works and sometimes over looked things that need to be done.

MC asked them to reduce their quote to take out the weeding and reduce the play park grass cutting. They would not do this.

- MC recommended the contract be given to GS because he felt assured they would take more ownership of the works and be better to work with .

# WELLOW RECREATION



- BD stated that BANES will always exist in one form or another but this may not be the same for a private company that may not be as financially secure or able to maintain a large plant or staff and asked if this had been checked out.
- Trustees were given the latest accounts for GS to consider.
- PG stated that MC has worked tirelessly trying to get BANES to be more conscientious. If GS can do better and at a lower cost they should be given a chance to do so.
- BD noted that the testimonials on GS website are complimentary and asked if any checks had been made to find out how old they are and whether any site visits or references had been sought from companies GS is currently working with. This had not been done.
- BJ asked that GS be asked to reduce their charges during the time of the Play Park works.

Actions established: Request reduction for the Play Park grass trimming during works.  
Find out where GS is currently working and check satisfactory.  
Contact Landsdown and Beechen Cliffe for feedback.  
Send Trustees the Service Level Agreement to check. **Action: MC**

MC – Proposed that GS be given the contract for field maintenance

PG – Seconded

Vote passed unanimously, with the proviso that all actions prove to be satisfactory.

## 5. Funding - MC went over the 2018 Income & Expenditure Statement in detail, covering:

4.1 Income Totals	<u>2016-17</u> (Actual - 21mths)	<u>2018</u> (Actual)
	<b>£11436.23</b>	<b>£7541.97</b>
4.2 Expenditure Totals	<b>-£2862.21</b>	<b>-£8978.66</b>
4.3 Final Cash Balance	<b>£8574.02</b>	<b>£7137.33</b>

## 6. Pavilion Status

### 5.1 Bookings (DC)

- New flyer, forms for hire enquiries and booking forms are in place.
- Arrangements for hirers regarding the collection / return of the key need to be decided at next team meeting.
- Honesty box is working well; has collected a further £16 today.

BJ – suggested asking KB if online enquiry and booking forms could be created for use on the website. **Action: BJ / KB**

### 5.2 Accounts

	<u>2018</u> Actual
HUB	<b>-£99.75</b>
Pavilion	<b>-£447.14</b>

HUB Income for 2019 so far = £136 Accounts will be available at AGM. **Action: MC**



## 7. PR

### 7.1 Social Media (BD)

Posts added to Instagram and Facebook about the children's P/P fundraising event, ODT and pavilion hire. These have had a few likes and comments.

- DC felt that it may have generated an enquiry about pavilion hire.

### 7.2 Website – No report available. This will be covered at the AGM.

- BD has updated the minutes and accounts on the Minutes and Finances page links.

## 8. Admin (cont.) BD

**8.1** Completed a reminder and review of the photo consent form, explaining that it now has tick boxes added for individual WR & Boules website permissions.

- BJ stated that the school is revising their permissions form to include outside activities. This will hopefully cover sports on the field and the coaches will be aware of this.

**8.2** Advised that there is an under 18 form for sports field users covering coaching activities that Sports Leaders need to be aware of.

- DC felt this would not be relevant to WVT and agreed to ask the LTA Safeguarding person during her meeting with them, on 4 April 2019, to see if it is needed at all.

**Action: DC**

**Next Meeting:** AGM: 26 March 2019 in Wellow Sports Pavilion, 7:30pm