

Wickhambrook Memorial Social Centre

Minutes of the Trustees' meeting on Monday 5th March 2012 in the Pavilion lounge

The meeting opened at 7.30pm with Julia Walker in the Chair.

Present:

Julia Walker (Chairperson & PC) David Turner (management committee Hon member & Methodist Church),
Barbara Merritt (Treasurer), Gladys Alexander (management committee member and Day Club),
Jim Field (Tennis Club), Snowy Addison (Snooker Club)
Stan Bates (Bowls Club) Michael Medcalf (Horticultural Soc. & URC Church),
Steve Taylor (Secretary & Booking Manager).

Apologies received:

Dorothy Anderson (History Society), Jackie Medley (Badminton Group), Alan Lightley (Carpet Bowls Club), Jim Fieldsend (Wick'k Players), Jackie Fieldsend (WI and Neighbourhood Watch)

Visitors/Public

Bob Cross, Mick Rayment

Minutes of the previous meetings:

The Minutes of the Trustee meeting held Monday 9th January 2012, which were distributed soon after that meeting, were approved without further review as there were no matters arising which are not on the agenda, and were signed by the Chairman.

Management committee reports

Item 3 on the agenda (attached to the file copy of these Minutes) lists 7 items which were discussed briefly with the latest updates and further explanations as required.

It was agreed that the matter of the Dulcie Smith Room extractor fan should be addressed at this point in the meeting, as it was related to committee project work. The extractor fan had been disconnected, but not yet removed, as part of the work to complete the double glazing and installation of vertical blinds. The Trustees listened to a request that the extractor fan should be retained and kept in use as it provides beneficial ventilation which opened windows cannot. It was explained that it also helps to reduce problems of dust, and it was stated that the draught and ingress of rainwater had not been noticed by the snooker players, and open windows create a problem with extraneous light.

On a proposal from David, seconded by Steve, it was unanimously agreed that the extractor fan shall be retained and reconnected.

Bob Cross agreed to reconnect the fan and clean it so that the louvres close as completely as possible to reduce draughts.

Treasurer

Barclays account:	£30,046.00
HSBC:	£571.00e forthcoming project costs (mainly the Main Hall upgrade and the major refurbishment of the kitchen) should b
Barclays:	£3,043.00

Total financial assets:	£33,660.00

It was agreed that this is a healthy financial situation which, along with the considered when reviewing the hire charges to come into effect from 1st June 2012.

Booking manager

A fairly frequent Booking Summary Sheet ('*What's-On in the MSC*') is sent out by email to all those interested, and a copy is posted in the MSC foyer. There was nothing exceptional to report regarding bookings.

Secretary

There was no significant or exceptional correspondence to report. The Suffolk ACRE membership renewal is due, and all invoices had been forwarded to the Treasurer.

Trees

An inspection of trees was in hand in partnership with the Parish Council.

No definite decision was made regarding a suitable location for a Jubilee Tree. The Parish Council's suggestion that the Jubilee Tree be sited close to the MSC building was rejected. A location further down the recreation area, possibly on the edge of the 6 Acres was thought to be preferable. It was agreed that the matter be referred back to the Parish Council with the suggestions that sites close to the skateboard park, the Tennis Courts or elsewhere on the boundary might be better.

The trees near the car park entrances were discussed and it was agreed that they were less than ideal both in appearance and location.

Supporters Association

It was agreed that an acknowledgement, with a 'Thank You', for the work done by the Distributors and Collectors should be published in the next Scene.

Projects

Those listed on the agenda were discussed.

The proposed consultation on the kitchen refurbishment was noted. As a result of some unfortunate and unfounded statements regarding this project, there had been a negative reaction from some users of the kitchen. Ill-informed negativity regarding this project can only result in the project managers and instigators simply walking away, leaving things to be condemned, and closed, at the next environmental health inspection. A cautionary note was sounded regarding premature gossiping about possible changes to the kitchen ahead of the wider consultation and firm proposals, based on that consultation, from the management committee to the Trustees.

Regarding the suggested oil-buying consortium, it was agreed that the MSC would not act as a central co-ordinating body.

Hire charges

A comprehensive list of the current hire charges had been distributed all to all Trustees. The list includes the facilities which cost the hall for maintenance and insurance, and require management time, but which are provided free of charge to a variety of users. The Booking Manager asked that Trustees should review and discuss the list before the next Trustee meeting so that a fair and balanced set of hire charges can be set to take effect from 1st June 2012, and which will cover all the annual running costs, and bearing in mind the forthcoming heavy project costs.

AOB

Oil: The oil meter is showing '2'. It was agreed that the tank should be half-filled pending a) the improved security which the new wall is expected to provide, and b) the probable lower cost of oil in the summer.

It was noted that the track needs repair. Jim Field offered to try to get some help from members of the Tennis Club. The heap of road shavings will be used for this purpose.

Next Meetings

Management meeting: 2nd April 2012

Trustee meeting: 14th May 2012

Signed

Date