

## **Wickhambrook Memorial Social Centre**

### **Minutes of the Trustees' meeting on Monday 9<sup>TH</sup> May 2011 in the Pavilion lounge**

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

#### **Present:**

Julia Walker (Chair-person), David Turner (management committee Hon. member), Barbara Merritt (Treasurer), Jackie Medley, Dorothy Anderson, Michael Medcalf, Stan Bates, Snowy Addison, Alan Lightley, Steve Taylor (Secretary & Booking Manager). Visitor: Viki Hayes (for the Parish Plan committee).

#### **Apologies received:**

Jim Field, Jim and Jackie Fieldsend, Roz Clarry.

It was commented on that the Football Club representative was not present and, it was thought, had not been to any meetings since the previous Football Club representative had resigned. It was explained that communication with the Football Club was problematical, specifically regarding the TV licence, the invoice for 2010/11, club match schedules and use of the Pavilion lounge, playing season start and finish dates, mud in the Pavilion lounge and Pavilion cleaning. The secretary was instructed to write to the Football Club stating that the feeling of the Trustees' meeting was that if the MSC facilities are to continue to be used by the Football Club there must be real co-operation with the Trustees and management committee with the outstanding invoice settled, the situation regarding the TV licence clarified and other matters of concern such as Pavilion cleaning addressed, at or before the next Trustee meeting.

#### **Parish Plan**

Viki Hayes explained the progress the Parish Plan committee had made and their plans for an all-household questionnaire. The PP committee was formed in 2010, a grant had been given to fund the questionnaire and its analysis, Suffolk ACRE was giving advice, and volunteers were being sought to deliver and collect the household questionnaires. Questions, to be included in the final daft, are invited.

#### **Minutes of the previous meetings:**

The Minutes of the Trustee meeting held Monday 7<sup>th</sup> March 2011 were approved and signed.

#### **Matters Arising:** None.

#### **Management committee reports**

David Turner reported on progress on the insulation and double glazing projects.

Steve Taylor reported on the supplementary heating project progress. Completion before next winter is the aim. One external door had been in-filled, another was scheduled for replacement within the current projects and the storeroom door was being considered for replacement.

Stage screening assessment work had not yet started.

The side settles had been disposed of.

Cleaning was now undertaken by Barbara Seabrook. Barbara had settled into the job and the results were very satisfactory. Thanks are due to Barbara Merritt for the early liaison work, helping our new cleaner to establish in the role and ensuring that appropriate materials and equipment are available.

We still have no Caretaker.

The hall's fascias and windows can be cleaned for a quoted £160. The Trustees approved this.

The external notice boards can be constructed at a cost of £90 each. The Trustees approved this.

The oil tank monitor has failed and will almost certainly need to be replaced. The Trustees approved this.

After launching their activity with a great deal of help from the MSC administration, Pilates had gone to the WI hall.

Jo Mitchell had been informed of the Trustees instruction that Scene articles should carry the author's name, or the fact that 'name and address supplied' should be stated.

The Theatre Royal has not given notice of any planned village 'outreach' productions. The management committee will closely review any proposals for future productions.

Suffolk Acre membership has been renewed.

The hall's Public Entertainment Licence has been renewed without amendment.

The Parish Council had asked for help with the proposed 'Wos Up?' project. The management committee had not committed any funds for this.

The Parish Council had asked for help with organising an 'all village' litter pick. The management committee had offered the use of the Pavilion lounge on the litter-pick day.

The shoot-bolt had been fitted to the kitchen external door, as instructed.

The push-button boiler controls had been installed. The £252 cost of this, which was approved by the management committee, was questioned, with the suggestion that it was excessive. During the ensuing discussion it became clear that the extent of the boiler controls survey and mapping, bespoke design of new replacement controls and equipment sourcing and provision had not been understood. Only the final installation work and the neat wall-mounted controls were obvious to those not involved in the project.

Since the last Trustee meeting £1,222 in hire fees had been forwarded to the Treasurer.

**Treasurer:**

The bank balances stand at:

Supporters' Association:	£16,329
Hall account:	£13,277
Barclays Bond:	£12,000
Current account:	£439.37

The distinction between the Hall and Supporters' Association accounts was explained and discussed, as was the typical balance between annual hire income and expenditure and the need to maintain a reserve fund.

**A.O.B.**

Dorothy Anderson asked if anyone knew the whereabouts of the British Legion flag owned and previously used by the Wickhambrook Branch of the Legion. It was generally agreed that it was not on the MSC premises, but might be in one of the local churches.

The next Trustee meeting is on **Monday 4<sup>th</sup> July 2011**

The meeting closed at 8.35pm.

Signed .....

Date .....