

Wickhambrook Memorial Social Centre

Minutes of the Trustees' meeting on Monday 7th June 2010 in the Pavilion lounge

Present: Chris Dark (Chairman), Barbara Merritt, David Turner, Gladys Alexander, Jim Fieldsend, Jackie Fieldsend, Michael Medcalf, Dorothy Anderson, Stan Bates, Snowy Addison, Steve Taylor

Apologies received: Jackie Medley, Alan Lightley

Minutes of the previous meetings: The Minutes of the Trustee meeting (held Monday 12th April 2010 were reviewed in summary and accepted.

Matters Arising

The original correspondence and contract with BT for telephone and internet service are not yet to hand. From the available information it appears that the Trustees are locked into a 2 year contract. Any further information will be reported to a future meeting. Following earlier instructions the secretary is trying to contact the relevant BT department(s) to try to change or cancel the contract(s). Meanwhile, with BT failing to respond to letters correcting the MSC's correspondence address, they have been informed by letters to their Customer Service Dept, also now copied to their Head Office, that the MSC will not pay any further surcharges for late payment on bills sent to incorrect addresses.

Chairman's Report

Chris gave a general overview of the plans for the Show and asked for donations for raffle prizes. There are some changes to the format compared with previous years, and given fair weather it should be an enjoyable day.

Treasurer's Report

In her first report to the Trustees Barbara provided the following bank balance figures:

Supporters Association...	£21,735
MSC account..	£10,098

There are other funds held by the MSC, and these are being identified and itemised for future reports. The financial situation was well received by the Trustees present.

With the MSC management and financial control well in hand with the Trustees and management committee, and with Barbara now established in post as the treasurer, it was deemed appropriate to arrange for bank statements to revert to being sent direct to the treasurer instead of the secretary. The bank is to be informed formally of the address for all statements and correspondence relating to the bank accounts to go to Barbara.

It was also repeated that Barbara is to be placed on the mandate list as a co-signatory on cheques.

Secretary's Report

A written report, including a report on correspondence received and sent since earlier meetings, was distributed and summarised. A copy is attached to the file copy of these Minutes. Significant matters in the report included the possibility of reduced charges for electricity, changes in St Edmundsbury's Enforcement Policy, a problem with a cheque received from one regular hirer, progress on finding a better use of the laptop computer within Wickhambrook and possible hiring of the stage for a film set. It is noted that both the History Society and the Scout Group have expressed an interest in using the laptop for their activities. The availability of the laptop is being announced in the forthcoming Scene as it is necessary to show the Borough that it will be put to good use to introduce people to the benefits of computing and the internet. Shared use is a possibility. This matter is to be pursued to an early conclusion as the equipment has now been left unused in a cupboard for a year.

The resignation of Sally Welsh as a Trustee Representative was reported and, by these Minutes, thanks are offered to Sally for her earlier support. Jackie Fieldsend was welcomed as Representative for both the WI and Neighbourhood Watch.

The Players are in urgent need of storage space. Temporary, or perhaps permanent use of the stage by the Players to store scenery was suggested. This was received with general approval. As this could be seen by some to be a significant change in the use of the stage space and something which requires the co-operation of other hall users, a vote was called for to give Minuted support to the management committee in liaising with the Players. By a proposal from Gladys, seconded by Dorothy, the proposal was approved nem con.

The investigation of suitable notice boards for external use on the front of the MSC has made little progress, due to the limited manpower on the management committee. However as it (they) would be a useful service to the village and of benefit to hall users by promoting events for village participation, the idea continues to receive general approval from the Trustees present, despite the certainty of a degree of vandalism. There is some way to go to identify suitable boards at reasonable cost. The topic is best progressed by a committee rather than an individual and, as the expenditure is certain to be less than £500, by a proposal from Steve, seconded by Snowy, the management committee were charged with progressing the topic to a conclusion.

The secretary's report concluded with a statement from Steve that with an interest in the Players summer and panto activities, an involvement in organising the Wick'k Show, undertaking routine MSC maintenance and project work, undertaking both the Secretary and booking manager roles, along with increasing family commitments, it was no longer possible to find time for it all. Consequently this will be the last year participating in organising the Show, and it is essential for the Trustees to find someone to take on either the role of booking manager or the role of secretary.

Booking Manager's Report

A written report was distributed for the meeting.

The use of the Pavilion toilets by the Scout Group was discussed with a view to providing a key and levying a small annual charge. After a detailed discussion it was agreed to leave the situation 'as is' for the present with no annual charge, but with the caution conveyed to the Scout leaders that the Pavilion must not be left unlocked while unattended.

It was noted that 'Sure Start' commences on Tuesday 8th June, with a regular 2-hour Pavilion lounge hiring for 'Drop-In' sessions for mothers with babies age range new-born to 3 years, but as there had been no advertising of the activity, despite repeated advice and offers of help with local publicity from the booking manager, there are concerns as to whether it will receive sufficient support.

Invoicing is largely up to date. Since the previous Trustee meeting, £3,630 has been forwarded to the treasurer.

Items from the management meetings

These have been covered elsewhere in these Minutes

Replacements for the trestle tables

The new tables have been well received and are now an established part of the MSC facilities.

Production costs of Scene and What's-On

This is reported as part of ensuring that the Trustees are fully aware of the MSC's financial transactions. The Scene is costing £251 per issue, but this is largely, or wholly covered by the advertising revenue. The What's-On costs £20 per issue (£120 per year) and it was generally agreed that this continues to be a worthwhile contribution to the village community.

Heating

Following an on-site review David has received advice from Climovits (?) that 1) it is important to:

- 1) Stop the heat losses by appropriate insulation,
- 2) Install 2 or 3 more radiators,
- 3) Note that electric heating is expensive to run.

World of Wiring have given some preliminary advice and we await an initial estimate for the costs of radiant electric heating.

Due to the lack of management committee manpower the progress on this topic is slow. Nevertheless, if it is possible, this will remain an urgent topic.

Date of future meetings

These were approved as:

Management meetings: 5th July and 6th September
Trustee meetings: 9th August and 4th October
The AGM will be on 8th November

AOB

A request was received from the WI that the Show flyers should include a reference to the WI teas. Either a contribution to the Show costs or help with flyer distribution were mentioned as a quid pro quo.

The meeting closed formally at 8.45pm, and was followed by further unrecorded informal discussions and conversations.

Signed