

Wickhambrook Memorial Social Centre

Minutes of the Trustees' meeting on Monday 4th July 2011 in the Pavilion lounge

The meeting opened at 7.30pm with Davis Turner (Vice-Chairman) in the Chair.

Present:

David Turner, Barbara Merritt, Gladys Alexander, Jackie Fieldsend, Jim Field, Dorothy Anderson, Michael Medcalf, Jackie Medley, Snowy Addison, Steve Taylor.

Apologies received:

Jim Fieldsend.

Minutes of the previous meetings:

The Minutes of the Trustee meeting held Monday 9th May 2011, distributed soon after that meeting, were approved and signed by the Vice Chairman.

Matters Arising: None.

Management committee reports

Projects: It was confirmed that £11,000 has been secured in grants to match the £11,000 of hall funding. As reported previously the grants have been awarded from:

Suffolk Foundation...	£3,000
Havebury...	£3,000
County Councillor's Locality Fund...	£2,000
St Edmundsbury Borough Council...	£3,000

	£11,000

The total cost of the heating/upgrade projects is £22,000, and with the funds now secured, work will start as soon as possible. The project work is scheduled:

- a) Completion of the double glazing: Start end of July, complete by end of August
- b) Installation of radiant electric heating: Completion before the next cold weather.
- c) Hearing loop: Yet to be scheduled, but completion is due before Christmas.

Discussions have been held with the double glazing contractor (Aran Services) regarding the opening (or otherwise) of the high level windows. It was agreed that the management committee's preference for openable windows should be adhered to where practical.

Stage screening assessment work has not yet started.

Treasurer's Report

The various accounts stand at:

Supporters' Association...	£16,249
MSC (hall)...	£16,187
Barclays (Bond)...	£12,000
Barclays current a/c...	£586

	£45,082

There followed a detailed discussion regarding the complexity and the work involved in running several accounts for what is in fact a single charity, with one Trustee Board and one management committee. It was agreed that the finances would be easier to manage and report on, if the number of accounts were reduced. This would simplify the accounting, reduce the administrative workload and remove an unnecessary complication whereby monies are constantly shuffled between accounts. To enact the rationalisation, four statements were discussed and the wording agreed for the Minutes.

1. To open a Barclays savings account
2. To give Trustee authority for online access
3. To close the hall HSBC account and transfer the monies into the Supporters' Association account.
4. To set the date 1st June 2011 for the Supporters Association and MSC accounts to be deemed to be merged.

The rationale for the above numbered points is to:

- Ref 1. To derive some interest from the funds held.
- Ref 2. To streamline and speed up the finance administration as appropriate.
- Ref 3. To combine the two working accounts into one.
- Ref 4. To provide a nominal start date for the purpose of annual accounting and auditing.

A vote on the above proposed actions (1 to 4) was taken as a composite proposal.

Proposed by Jim Field and Seconded by Snowy Addison, the proposal was carried unanimously.

It was agreed that an article in the next Scene would be an appropriate vehicle to inform the Wickhambrook community about the change. Cheques payable in future, to either the MSC or the Supporters Association, should be made payable to the single account in the name of '**Wickhambrook Memorial Social Centre**'.

It was noted that a cheque for over £916 had been received from the Parish Council as the latest payment forwarded ('Recycling Credit') for the returns made through the recycling banks.

Invoice no 288 (for £292.43) sent to the football club for the period 1st June 2010 to 31st May 2011 has not been settled. The hire charge for 2011 (to cover 1st June 2011 to 31st may 2012, and payable in December 2011) was discussed and a figure was agreed on a proposal from Dorothy Anderson, Seconded by Jim Field and agreed unanimously.

[Secretary's Note: The unanimously agreed hire figure for football club hirings (June 2011- to May 2012) was based on wrong information given to the meeting. As this has a significant effect on the Trustees decision, this item has been withheld from the Minutes pending a further, and better informed, discussion at the Trustee meeting on Monday 5th September.]

It was noted that the new notice boards have been installed and are already in full use. The boards are entirely in keeping with the hall's frontage and have already received approving comments from many people. The Trustees approved the management committee's intention that the notice boards will be available for public use, but the management of the boards remains with the MSC management committee and priority should be given to notices relevant to Wickhambrook. The management committee were asked to ensure that the excellent design and construction work by John Crysell should be properly acknowledged. A letter of thanks and appreciation is to be sent to John.

A.O.B.

The 'Watchman' oil level monitor, which was apparently not working, and had defeated the best efforts by a supposedly experienced member of the management committee, has been brought back into service by Gladys - who pushed the battery more firmly into place.

The meeting noted that, to avoid misunderstandings, arrangements with contractors regarding project and maintenance work are better recorded fully and in writing rather than being left to only 'verbal agreements', and that to avoid giving confusing or possibly conflicting instructions, conversations with contractors should be conducted by a single 'project manager' for each project or task. This is the principle which has been adopted for the current major project work.

Next meeting

Trustees: **Monday 5th September 2011.**

Management committee: **Monday 8th August 2011**
But see note below.

The meeting closed at 8.25pm

Signed

Date

[Secretary's note: The first Monday in August 2011 is 1st August, not 8th August. Is it the Trustees wish to leave the date as advertised and set at the above meeting, ie 8th August? If there is not a general determination to revert to the first Monday for this one month, then the date 8th August will stand]