

## **MANNINGTREE AND MISTLEY WELCOME HOME MEMORIAL FUND TRUST MEETING MINUTES**

**MINUTES of the Meeting of the Trustees of the Manningtree and Mistley Welcome Home and Memorial Fund held on the 24<sup>th</sup> January 2020 at 6.30pm at Old Mill House, 18 Harwich Road, Mistley**

**Present:** Mistley Parish Councillors and Trustees: B Burton, J Cambridge, J Chaplin, C Howell, R Frost, and Town Councillor and Ex-Officio L Lay-Flurrie (Manningtree Town Council)

**Also Present:** Mrs S Clements (Volunteer Secretary)

1. **Chairman of the Trust** – The current Chairman – Town Councillor Lay-Flurrie took the Chair for this item. It was agreed that Parish Councillor Howell will be the new Chairman of the Trust.

*Councillor Howell the new Chairman of the Trust chaired the Meeting from this point.*

2. **Welcome and Apologies for Absence** – Apologies for absence were received from Councillor Nutter.
3. **Minutes** – Trustees received, considered, and agreed the Minutes from the last Memorial Trust Fund Meeting held on the 13<sup>th</sup> May 2019. (Copy in Minute Book).
4. **Matters Arising/updates from last Meeting** – Trustees noted that all actions from the last Meeting had been dealt with.
5. **Trust Deed/Scheme and Resolution** – The Trust received and noted this document following Mistley Parish Council's Meeting on the 25<sup>th</sup> November 2019 where the Parish Council is now sole trustee to the Trust. The Trust Deed was received, considered, and agreed and then signed by Councillor Howell as Chairman of the Trust.
6. **Charity Commission** – The Trustees noted that the Volunteer Secretary has updated the website to reflect the changes in Trust details.
7. **Bank Account** – The Trustees considered and agreed the changes in signatories with the Trust's bank accounts, including removal and additions, following on from Mistley Parish Council's Meeting on the 25<sup>th</sup> November 2019. Councillors Cambridge, Howell and Nutter will be signatories with two Trustees to sign for withdrawals from the accounts.
8. **Financial Statement –** The Trustees noted that the Annual Return for 2018 has been filed and uploaded onto the Charity Commission's website. They noted that rent has not as yet been received from the Bowls Club or the Cricket Club and that invoices will be sent to both Clubs shortly.
9. **Play Equipment –** The Trustees were pleased to note that regular visual and written risk assessments are being carried out by Mistley Parish Council's part-time Warden/Staff member and in support of this, quarterly visual and written risk assessments are carried out by members of the Parish Council on a rotating basis.

An annual professional play area inspection and subsequent written report is conducted by a Play Inspection Company Limited via the District Council and is currently paid for by Mistley Parish Council.

- 10. Insurance Policy** – The Trustees noted that Mistley Parish Council has paid for and insured the play equipment for the Trust. The Trustees considered that going forward and given its reserves balance, that the Welcome Home Trust should pay its own insurance. Trustees noted that Mistley Parish Council’s budget for 2020/2021 has a budget with various sub-headings for the Welcome Home Trust in the sum of £3,705.00 in the event that this is needed. However, it was felt that going forward the Trust should be paying for its own outgoings, supplemented by its annual income.
- 11. Trees** – The Trustees noted the Tree Survey carried out by Mr R Horlock the Volunteer Tree Warden for Mistley in conjunction with the District Council’s Tree Officer – Mr C Dawson. Mr Horlock and Mr Dawson were thanked for their hard work.
- 12. Assets Register** – Trustees received, considered and reviewed the register and agreed that no updates were necessary at this stage.
- 13. Rents (Bowls & Cricket Club)** – The Trustees considered and discussed the current arrangements. It was agreed that the rents for the period 1<sup>st</sup> June 2019 to the 31<sup>st</sup> May 2020 for the Bowls Club and the Cricket Club will remain unchanged where these are currently £400 and £450 respectively. However, from the period 1<sup>st</sup> June 2020 to 31<sup>st</sup> May 2021, increases will be made. The Volunteer Secretary was asked to give notice to the Bowls Club about the said rental increase which will be £500 per annum next year and also to the Cricket Club which will be £1,000 per annum from next year.

It was note that the Parish Council is supporting the Bowls Club with various charitable events including a Quiz Evening and Bowls Match in order to assist with raising the Club’s profile in the community and its subsequent membership.

The Trustees raised their concern about driving and parking where there is no official wayleave/easement through the Welcome Home Field and the subsequent burden and wear and tear on the field. The key to the gate was queried, where the Volunteer Secretary agreed to check to see if she has a key.

- 14. Dog Byelaws** – The Trust noted the issues with dogs not being on leads. Councillors Burton, Cambridge and Chaplin advised the Trust that they are currently looking into this matter via the Parish Council which include various options for signage and systems of control.
- 15. Any Urgent Matters** – There were no matters.

*There being no other business, the Meeting closed at 7.30pm.*

**Signed: Chairman.....Date.....**

