

Minutes of the Meeting of the Trustees of Wem Sports and Social Association CIO held on Thursday 22nd November 2023 at 15.00 in the Town Council meeting room, Wem Library, High Street, Wem

Present:, B Barker (Meeting Chairman), M Meakin, S Starkey, S Griffiths.
Penny O'Hagan – Secretary, John Ralphs - Groundsman

- 1 **Apologies for Absence** – to receive.
The following apologies were received P Ellis, R Drummond, J Gwillam.
Absent E Towers A Walker.
- 2 **Meeting Minutes** – to approve as a correct record the minutes of the trustees meeting held 25.10.23.

Resolved:- to approve as a correct record the minutes of the trustee meeting held 25.10.23 and they were duly signed as a correct record.

- 3 **Progress Report** - To receive a report from the Secretary and Groundsman.

Resolved:- to note the report.

- 4 **Disposal of assets Charity Commission Requirements**
a) To consider the recommendations outlined in the valuation report produced by Simon Beedles FRICs relating to the leasing of land at the Butler Sports Centre for a football clubhouse.

Resolved:- to accept the report and note the recommendation that an annual rent of £10 per year is set for the duration of the lease.

b) Based on the report's recommendations to consider that the proposed terms are the best that trustees can reasonably get for the charity.

Resolved:- to set the annual rent for the 5 year lease at £10 and to agree that based on the valuation report the proposed terms offered for the lease are the best that trustees can reasonably get for the charity.

- 5 **Football Clubhouse**
a) To approve the draft lease.
A discussion took place on the lease and no comments were made concerning the final content. The Secretary explained that there was a problem about who the lease was between as the advice from the solicitors was that the lease had to be registered in the name of a legal entity. In order to fulfil this remit Wem Town FC were preparing to establish themselves as a Community Amateur Sports Club (CASC) but that the application was not complete and therefore the lease may have to be put in another name and assigned to the CASC when it was established. The Secretary explained that she had received a proposal from the Secretary of Wem Town FC that trustees permit the football club to continue works to install the clubhouse without signing the lease and that Wem Town FC would commit to not opening the building until the lease is signed.
The Secretary explained that the solicitor had advised against giving permission for any work being undertaken on land owned by WSSA prior to the signing of the

lease as this could make trustees liable for any issues with the construction but it was up to trustees to make the decision.

Resolved:-

- **To approve the lease and request that Hatchers prepare the final document for signing.**
- **Not to approve the request to continue works on the clubhouse until the lease is signed.**

b) to discuss proposed insurance cover for the installation works
The Secretary explained that as Wem Town FC did not have public liability insurance cover for the construction works, individual contractors had agreed to cover the works they were contracted to carry out using their public liability insurance. It was explained that if the lease was not signed then it would be down to trustees to be satisfied that contractors and volunteers working on the clubhouse had public liability cover.

Resolved:- to permit the use of the contractors public liability insurance for the phases of work permitted prior to the signing of the lease.

6 Fireworks 2023 – to review event and make recommendations for future event should it be held

Thanks were recorded for all the work of Wem Town Council staff on the 2023 event. A discussion took place on the need for more help from trustees on the organisation of this event as there were significant hidden costs in the form of Town Council staff time organising the event.

The Secretary asked whether the surplus income raised in 2023 could be earmarked to be used for future fireworks events.

Resolved:- to

- **Promote any future event as being run in partnership with Wem Town Council**
- **Defer a decision on the earmarking of the £2500 profit made on the event to after the 2023-24 year end.**

Sue Griffiths left the meeting at 15.35.

7 Finance

a) To receive 2023-24 budget report to 15.11.23.

Several questions were asked about the report and it was

Resolved:- to note the report.

Sue Griffiths returned to the meeting at 15.40.

b) To consider any outstanding income

The Secretary explained that there were 2 outstanding invoices from Wem 10km and Meole Brace U15.

Resolved:- to note the outstanding income and instruct the secretary to continue to chase the organisations for payment.

c) 2024-25 budget - to discuss

Resolved:- to partially approve the 2024-25 budget except for expenditure on Changing Room Cleaning and the annual contribution to Wem Bowling Club along with the rent for Wem Bowling Club, which will be considered at a future meeting.

d) 2024-25 Fees – to discuss.

Resolved:- to approves the fees set for 2024-25.

e) 2024-25 Town Council Contribution request – to approve.

Resolved:- to request a contribution of £21,000 from Wem Town Council for the year 2024-25.

f) Internal controls - to review Financial Risk Assessment, Internal Controls and Schedule of inspections.

Resolved:- to approve.

8 Changes to the finance model of WSSA – to consider presentation by Bob Barker.

Bob Barker gave a presentation on the need to make changes to the financial model of WSSA.

M Meakin left the meeting at 16.30.

A discussion took place on the need to change the financial outlook of WSSA to ensure its financial stability and grow the finances of the Association so more support can be given to the supporting facilities in the town. Bob Barker was thanked for the significant amount of work he had put into the presentation. The view was expressed that as there were insufficient trustees present at the meeting it was difficult to progress this matter further.

Resolved:- to request that Bob Barker presents his ideas again at a future meeting of trustees before a decision can then be taken on a way forward.

9 Other Matters of Concern – for consideration.

Legionella Contract – The Secretary explained that the Legionella Contract was due for renewal and the current company had quoted an additional £40 for 2024. The Secretary explained that both she and The Groundsman would like to maintain the contract with the current contractor as they were familiar with the log book format and procedures.

Resolved:- to approve the quote of £803 provided by Kingfisher to undertake Legionella inspections, services and sampling as detailed in the quote.

Sporting Bodies - It was reported that there was a need to communicate better with the sporting bodies in the town as a Sporting Bodies Meeting had not been

held for some time. The Secretary apologised for this and stated it was due to other more pressing work matters but that this is something that trustees could take on the organisation and co-ordination of.

Resolved:- that Susan Griffiths will arrange a meeting of the sporting bodies in the town in February.

- 10** **Date of meetings** - to set date of next meeting.
Due to insufficient trustees being present the date of the next meeting was not set.

Meeting ended meeting 16.50