

Minutes of the Meeting of the Trustees of Wem Sports and Social Association CIO held on Monday 24th July 2023 at 16.00 in the Town Council meeting room, Wem Library, High Street, Wem

Present: A Walker (Chairman), R Drummond, E Towers, J Gwillam, B Barker, M Meakin, S Griffiths, S Starkey.

Penny O'Hagan – Secretary,

- 1 **Apologies for Absence** – to receive.
The following apologies were received Paul Ellis.
- 2 **Meeting Minutes** – to approve as a correct record the minutes of the trustees meetings held 13.6.23 and 28.6.23

Resolved:- to approve as a correct record the minutes of the trustee meetings held 13.6.23 and 28.6.23 and they were duly signed as a correct record.

- 3 **Progress Report** - To receive a report from the Secretary and Groundsman. James Gwillam reported that it was not possible for the football team to fulfil the cleaning agreement, so it had not been returned.

Resolved:- to note.

- 4 **Finance**

a) To receive 2023-24 budget report to 30.6.23.

Resolved:- to note the financial report.

- 5 **Football Clubhouse**

a) to receive a report on progress

James Gwillam reported that the planning application has been submitted and they are now waiting the outcome.

b) to discuss and consider draft lease and funding of legal costs (taken at end of meeting)

Due to a conflict of interest James Gwillam left the meeting at 16.55 and took no part in discussions.

A discussion took place on the advice from Hatchers and it was

Resolved:- that the Secretary contact Wem Town FC with a copy of the draft heads of terms and to consult with them on the following items that the association intends to include in the lease as other terms;

- **Requirement for Wem Town FC to contribute £1000 per annum to a bank account held by WSSA which will be earmarked for the cost of removal of the building at the end of the term. If at the end of the**

term the removal costs are less than £5000 then these funds are to be returned to Wem Town FC.

- Requirement to see the accounts of Wem Town FC on an annual basis.
- Fencing obligations – requirement to have permanent fencing installed to the satisfaction of WSSA within one month of the installation of the club house.
- Requirement to install, at their own expense, submeters for water and electrics.
- Requirement to provide evidence quarterly that all fire, electrical and legionella inspections required are up to date.
- Requirement to meet the cost of the production of a revised legionella risk assessment and schematic to be undertaken by a contractor of WSSA's choosing and to meet any costs relating to legionella works arising as a result of the installation of the clubhouse.

As part of the lease a clear plan will be produced to show the extent of the area to be leased. There should be a buffer zone between the back of the bowling club pavilion and the decking area to allow for maintenance.

Further Resolved:- that

Wem Town FC will be required to pay Wem Sports and Social Association Legal Costs in relation to the creation of the lease.

6 Fireworks 2023 – to discuss and agree budget.

A discussion took place on this item and it was suggested that in 2024 it may be more financially viable for the charity to permit an external organisation to run the event with a % of the profits being donated to WSSA. It was however agreed that this option was too late for 2023 and the WSSA would continue to organise the event. The Secretary stated she had not had an up to date price on the cost of the fireworks in time for the meeting but from discussion with contractors it was to be anticipated that they would have increased.

Resolved:- to

Contract Festival Fireworks to run the fireworks display for 2023 and delegate authority to the secretary to increase the budget for fireworks to £3000 to secure a display of between 15 and 20 minutes in length if required.

7 Butler Sports Centre

a) Fire Risk Assessment – to discuss report.

It was explained that a report had not been received in time for the meeting however the gas bottles in the Scout's shed may need to be removed as the assessor was concerned about this.

Resolved:- to defer to the next meeting but and in the meantime to request that the gas bottles are removed from the shed.

b) Legionella Risk assessment, policy and written scheme – to discuss
The risk assessment was considered and it was

Resolved:- to approve the policy and written scheme and the secretary was instructed to

- **Arrange for the installation of a tamperproof isolation valve and suitable drain point in the supply pipework to the expansion vessel.**
- **Monitor TMV's temperature readings in line with the advice received to mitigate the need to replace them.**

8 Other Matters of Concern – for consideration.

Bob Barker raised the issue of the need for a surfaced path to link the existing surfaced path on the recreation ground with the entrance to Wem Albion Bowling Club.

Resolved:- to defer a decision on this to a future meeting to give trustees the opportunity to visit the site and consider the costs involved

Insurance

The Secretary presented the insurance quote and schedule which was reviewed. It was explained that the WSSA is in year 2 of a 3 year long term agreement with the insurance company.

Resolved:- to approve payment of the insurance.

Showers

James Gwillam reported that the showers were cold at the football game on Saturday. The Secretary agreed to discuss this with the Groundsman.

9 Date of meetings - to set date of next meeting.

Resolved:- to hold the next meeting on Monday 11th September at 16.00

Meeting ended 17.25