

Minutes of the Meeting of the Trustees of Wem Sports and Social Association CIO held on Thursday 25<sup>th</sup> October 2023 at 14.00 in the Town Council meeting room, Wem Library, High Street, Wem

Present:, E Towers, J Gwillam, B Barker, M Meakin, S Starkey, S Griffiths, A Walker (Chairman)  
Penny O'Hagan – Secretary,

- 1      **Apologies for Absence** – to receive.  
The following apologies were received P Ellis. Absent R Drummond.
- 2      **Meeting Minutes** – to approve as a correct record the minutes of the trustees meeting held 7.9.23.

**Resolved:- to approve as a correct record the minutes of the trustee meeting held 7.9.23 and they were duly signed as a correct record.**

- 3      **Progress Report** - To receive a report from the Secretary and Groundsman. Albion Bowling Club – Bob Barker reported that the Club would not want to install a path in the alternative location proposed, as he did not think the path would be used by members and due to the finances of the committee and uncertainty over the future membership of the club it would not be prudent to progress with this suggestion.

**Resolved:- to note the report.**

- 4      **Finance**  
a) To receive 2023-24 budget report to 17.10.23.

**Resolved:- to note the report.**

b) Electricity contract – to note the change of electricity contract.

**Resolved:- to note that a new contract with EDF has been approved resulting in a reduced electricity rate.**

- 5      **Role of Secretary Treasurer** – to note that the Town Council have considered the role with one slight amendment.

**Resolved:- to note and approve the revised role description of the Secretary and Treasurer.**

- 6      **Football Clubhouse** (taken after item 8)  
a) to consider plans provided by Wem Town FC for the location of the building, fences and access points  
James explained that Wem Bowling Club had requested an amendment to the plans to change the proposed post and rail fence to a solid boarded fence and increase its height to 6ft .

**Resolved:- to approve the plans and give permission for the use of gate adjacent to the end of the changing rooms to be used as the main access to the football pitch.**

b) to discuss legal requirements for sales, longer leases and other forms of land disposal by charities and how the trustees must approach this.

The Clerk explained that in order to comply with the Charities (Dispositions of Land: Designated Advisers and Reports) Regulations 2023 the trustees were required to

- Get and consider a report from a designated adviser.
- Be satisfied that the proposed terms are the best you can reasonably obtain for your charity.

The secretary reported she had met Simon Beedles representing Andrew Nixon & Co who was willing to produce a report for a cost of £500.

It was noted that a meeting would need to be held once the surveyor's report was completed to formally consider the report as per the Charity Commission's requirements.

**Resolved:- that subject to the receipt of written confirmation that Wem Town Football Club will cover the cost of the production of the report, to contract Simon Beedles to undertake the report.**

c) To review the draft lease.

The draft lease was considered and it was

**Resolved:- to defer the final consideration of the lease until the surveyor's report had been received but to request amendments in relation to the need to install utility meters and increase public liability to £5 million.**

d) To consider request received from Wem Town FC to start work as detailed prior to the lease being signed.

James Gwillam left the meeting and took no part in discussions.

**Resolved:- that subject to the following items being provided 5 working days before the commencement of any works in advance of the lease being signed on the site**

- **Proof of Wem Town Football Club's public liability insurance for the erection of the clubhouse of £5million.**
- **Written risk assessments and method statements for all works detailed below. These risk assessments will be subject to approval by The Secretary.**
- **Submission of details of the person who will be in overall control of the works along with detailed health and safety policy and for the proposed works.**
- **Receipt of a letter from Wem Town Football Club exonerating Wem Sports and Social Association from any responsibility for any accidents and incidents that may take place during the period prior to signing of the lease.**

**To permit the following works to take place**

- **Create 24 no. fixed pads constructed from dense solid blocks as approved by the Local Building Inspector to act as a base for the building.**
- **Install a run of 110mm drainage, in line with Building Regulation guidelines, as shown on the drawings, with 450mm gullies either end to take foul from new toilets & kitchen into existing drainage run. Backfill trenches with suitable gravel and reinstate broken ground to the satisfaction of trustees.**
- **Install boundary box and stop tap on the front corner of the plot at entry of existing mains connection, extending water feed around the perimeter of the building in a suitable trench to provide water supply to the kitchen. Trench to be backfilled with suitable aggregate and reinstated to the satisfaction of trustees.**

**7 Fireworks 2023** – to consider risk assessment and associated documentation and appoint the person in overall control of the event.

**Resolved:- to**

- **Approve the risk assessment and evacuation plans.**
- **Appoint Penny O’Hagan as person in overall control of the event.**
- **To trial the use of a sumup machine so that contactless payment can be offered.**

**8 Other Matters of Concern** – for consideration.

**Rugby** – The Secretary has reported that an approach had been made to establish a rugby pitch on Wem Recreation.

**Resolved:- to request more information on what the person is looking for.**

James Gwillam reported that he was concerned about the need for more meaningful involvement in the association by trustees to ensure its future financial sustainability.

Football Club Request relating to Building Regulations.

It was explained that as part of the planning permission for the clubhouse building regulations have requested confirmation that the Association has no plans to build on the Bowling Green adjacent to the clubhouse for the term of the lease.

**Resolved:- to authorise the secretary to contact Shropshire Council’s Building Regulation Team to confirm that the Association has no plans to place any building on the Bowling Green adjacent to where the clubhouse is to be located.**

**9 Date of meetings** - to set date of next meeting. Meeting to take place week commencing 13.11.23.

Meeting ended 16.15