Minutes of the Meeting of the Trustees of Wem Sports and Social Association CIO held on Thursday 7th September 2023 at 17.00 in the Town Council meeting room, Wem Library, High Street, Wem

Present: R Drummond, E Towers, J Gwillam, B Barker (Vice Chairman), M Meakin.

Penny O’Hagan – Secretary,

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| **1** | **Apologies for Absence –** to receive.The following apologies were received S Starkey, S Griffiths, P Ellis, A Walker |
| **2** | **Meeting Minutes** – to approve as a correct record the minutes of the trustees meeting held 24.7.23**Resolved:- to approve as a correct record the minutes of the trustee meetings held 24.7.23 and they were duly signed as a correct record.** |
| **3** | **Progress Report** - To receive a report from the Secretary and Groundsman.**Resolved:- to note** |
| **4** | **Finance** a) To receive 2023-24 budget report to 31.8.23**Resolved:- to note**b) Nationwide Account – to update signatories**Resolved:- to add Bob Barker as signatory on the account**c) Accounts overview – to set date to review accounts**Resolved:- that B Barker, E Towers and J Gwillam will meet on 14.9.23 at 16.00 to review the accounts.** |
| **5** | **Role of Secretary Treasurer –** to discuss and agree remit of the roleThe Secretary and Treasurer presented a draft on the roles and responsibilities of the role for consideration**Resolved:- to approve in principal the roles and responsibilities subject to them being approved by the Town Council.** |
| **6** | **Albion Bowling Club –** to discuss request for installation of access pathCllr Barker declared an interest left the room and took no part in discussionsA discussion took place on this item and those present understood the need for a level path but concerns were expressed over the cost of the works. A suggestion was made that the entrance off the main path across the recreation ground might be more suitable as it was level and there may not be as much grading works required. **Resolved:- to set up a site meeting to look at alternative locations for the creation of a tarmac path** |
| **7** | **Fire Risk Assessment –** to consider report and discuss gas bottles held in the scout’s shed.Trustees expressed their thanks to the groundsman for implementing the regular testing of the fire alarm system. A discussion took place on the gas bottles in the shed and trustees expressed concern about the proximity of the bottles to the shed and scout hut.**Resolved:-** * **to note the fire risk assessment**
* **arrange fire warden training for the Groundman**
* **that the Secretary contact the scouts to ask them to remove the gas bottles from the shed.**
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| **8** | **Fireworks 2023** – to agree price and advertising budget* **To charge £6 for adult entry and £3 for children.**
* **All trustees to be encouraged to help steward the event if possible.**
* **Secretary to order new banners promoting the event up to a cost of £100.**
* **Wem Young Farmers to be invited to play music at the start of the event.**
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| **9** | **Other Matters of Concern –** for consideration.Wrights Fair - it was reported that there were no incidents at the fair on the Saturday evening and that trustees would meet later in the year with Wem Safer Neighbourhood Team to discuss the feasibility of a later closure on the night of the carnival in 2024. James Gwillam left the room and took no part in the rest of the meeting. |
| **10** | **Football Clubhouse**a) to consider Wem Town FC’s response to proposed other terms to be included in the lease Trustees present felt that a useful meeting had been held to discuss the proposed other terms with representatives from Wem Town FC and it was**Resolved:- to agree the following other terms*** **Requirement for Wem Town FC to contribute £1000 per annum for first 5 years of the lease and then £500 per year for the length of the lease. Funds to be held by WSSACIO and earmarked in its accounts for removal of the clubhouse, associated structures and disconnection of services at the end of the lease.  If at the end of the lease the removal costs are less than the amount contributed by Wem Town FC then these funds are to be returned to Wem Town FC.**
* **Requirement for trustees to see the annual accounts of Wem Town FC and provide bank account statements prior to the signing of the lease to ensure that Wem Town FC has sufficient funds in place to complete the project.**
* **Fencing obligations – requirement to have permanent fencing installed to the satisfaction of WSSA within one month from the installation of the club house.**
* **Requirement for WTFC to install, at their own expense, the submeters for water and electrics.**
* **Requirement to provide evidence quarterly that all fire, electrical and legionella inspections required are up to date.**
* **WTFC will be responsible for the control of legionella from where the main water pipe is teed off to serve the clubhouse.  All water connections to the building from the main water pipe will require backflow devices and check valves to be fitted to ensure non contamination of the water supply. In addition  WTFC will be responsible for**

 **Nominating a responsible person for the site** **The production of a legionella risk assessment and schematic in** **line with HSE Guidance**  **Introducing a management regime which will be recorded in  a log**  **book.**  **This log book must be provided for inspection by WSSA Secretary**  **on request.** * **Requirement for Wem town Football Club to register the lease with land registry**
* **Wem Town FC will be responsible for buried services within the redline boundary on the plan attached to the lease**

b) To review and agree heads of termsThe heads of terms had been considered at an earlier meeting with representatives of Wem Town FC were discussed and it was: **Resolved:- to provisionally approve the heads of terms for the lease and that the Secretary contact Hatchers with the comments on the heads of terms.** c) To discuss length of lease and consider draft lease **Resolved:- that subject to advice from Hatchers*** **to permit a 10 year lease with a 5 year break clause on both sides which would then be reviewed annually once the initial 5 years has been completed.**
* **Set the rent at a peppercorn £1 per annum.**
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| **11** | **Date of meetings -** to set date of next meeting. No date set. |

Meeting ended 18.00