

Minutes of the Meeting of the Trustees of Wem Sports and Social Association CIO held on Thursday 13<sup>th</sup> February 2025 at 19.00 in the Town Council the meeting room, Wem Library, High Street, Wem

Present: R Drummond, S Griffiths, E Towers, C Bennett, M. Meakin, J Gwillam

Penny O'Hagan – Secretary

**1 Apologies for Absence – to receive.**

The following apologies were received from J Ralphs, W Ollerenshaw

**2 Meeting Minutes – to approve as a correct record the minutes of the trustees meeting held 14.11.24.**

**Resolved:- to approve the minutes of the meeting held on 12.9.24 and they were duly signed as a true record.**

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

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

**4 Finance**

a) To receive 2024-25 budget report to 31.1.25

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

b) Wem Albion Bowling Club Request – to consider.

The request to transfer the funds held by the association in ear marked reserves to the Albion Bowling Club's account was considered.

**Resolved:- to approve the request and make a payment of £538 to Wem Albion Bowling Club which represents the balance of earmarked reserves held in WSSA's accounts for Wem Albion Bowling Club expenditure.**

c) Beacon earmarked reserves to consider request from Wem Town Council.

The request to transfer the funds held by the association in ear marked reserves which represent funds left following the construction of the Beacon for the Golden Jubilee to the Town Council was considered.

**Resolved:- to approve the request and to make a payment of £519 to the Town Council to be used to purchase a new beacon to mark events of national significance.**

d) Fireworks earmarked reserves – to recommend an additional £1000 is placed into fireworks earmarked reserves for spending on event infrastructure and to offset 2025 costs.

**Resolved:- to approve the request and earmark an additional £1000 in reserves for fireworks event infrastructure.**

**5 Bowensfield**

a) Re-enactment event - to discuss report from site meeting held.

A lengthy discussion took place on this item and the potential impact on the condition of the football pitch was considered. It was felt that this impact could be mitigated against by reseeding the goal mouths and centre circles as normal and roping these areas off for the duration of the event.

**Revised Resolution:**

**Resolved: To approve the use of the facility by the Militia of Anglia Group from 16th to 19th May 2025, subject to the conditions outlined in appendix a:**

b) Premises Licence – to discuss advice received about applying for a premises licence for Bowensfield.

It was explained that as the music played in the run up to the fireworks event was incidental to the event it did not require an entertainment licence. Due to the cost of obtaining a licence and the limited use it would have it was

**Resolved:- to not to progress an application for an events licence.**

c) 2025 Legionella Contract – to discuss quote received.

**Resolved:- to approve the quote and contract WCS to undertake Legionella management at the Butler Sports Centre for 2025**

d) Asbestos management plan – to review.

**Resolved:- to approve the management plan for 2025.**

- 6 Wem Town Council Recommendations** – to consider recommendations from the Town Council's working party report in that Recommendations 2,3 and 4 from the report were considered as follows  
Recommendation 2 - WTC should approach WSSA and respectfully request they make amendments to their constitution to permit up to five WTC charity trustees and that one of these appointments should hold the office of WSSA Chairperson.  
Following a discussion on this matter it was

**RESOLVED:- to turn down this request as trustees felt that as there were already three Town Council trustees on The Association the WSSA was being unfairly scrutinised compared to other organisations who are currently recipients of more annual funding from the Town Council and did not have the same constraints on them.**

Recommendation 3 – it be requested that the WSSA Annual Report is tabled as an agenda item for the Town Council to consider by 31<sup>st</sup> October each year

**RESOLVED:- to approve.**

Recommendation 4 - WTC should consider better visibility through social media, signage or by other means to ensure the local community see that their taxes are spent wisely and are benefiting individuals of all ages.

**RESOLVED:-** That, the trustees would consider additional signage acknowledging the relationship between Wem Sports and Social Association and Wem Town Council at the Butler Sports Ground and Wem Recreation Ground. This decision would be subject to funds being available.

- 7 **Wem Sportsman of the Year Award** – to consider applications received  
The nominees were considered in each category and voted on

**Resolved:-**

- to announce the winners at the Annual Town meeting on 13.3.25 and invite all winners and their nominees to attend.
- to awarded a trophy and cash prize donated by the event sponsors to winners in each category.
- Trophies to be presented by the Chairman of WSSA in conjunction with the Town Mayor.
- to award two special recognition awards to nominees in the under 16 category.
- Susan Griffiths to organise engraving and ordering of trophies in partnership with the Secretary.

- 8 **Other Matters of Concern** – for consideration.  
Wem Town FC reported that they would like 4 teams to use the pitches for the 2025-26 season as they will have a women's team next season

**Resolved:-** to consider request to amend the ground use agreement at the next meeting.

- 9 **Date of meetings** - to set date and time of next meeting.

**Resolved:-** to set the next meeting 10<sup>th</sup> April 2025

Meeting ended 20.40

## Appendix A

### 1. Land Protection & Site Restoration

- The **penalty areas, goal areas, and centre circles** of the football pitches **must not** be accessed during the hire period.
- The **hirers are responsible for restoring the site** to its original condition, including removing **all litter, temporary structures, and repairing any damage** to the grass.
- **No digging, trenching, or alterations** to the playing field or surrounding land.
- **No vehicles** are allowed on the football field except for loading/unloading in designated areas.
- **No open fires** or ground-level cooking—only **raised fire pits or gas stoves** are permitted in designated areas.
- **Generators** must not be used between **9:30 PM and 7:00 AM** to minimize noise disturbance.

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### 2. Toilets & Facilities

- **No additional portable toilets** will be provided, but the **hirers will have full access to the toilets and showers** in the changing rooms.
- **No staff** will be available on-site over the weekend.

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### 3. Camping & Overnight Stays

- Camping is **only allowed in designated areas**, as agreed upon before the event.
- All **tents and structures must be securely anchored** to prevent wind/weather damage.
- A **list of all campers must be provided** before the event for safety and emergency planning.
- The event organizer must ensure a **campfire safety plan** is in place if fires are permitted in designated areas.

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### 4. Event Management & Safety

- A **full event management plan** must be submitted to the trustees by **10th April 2025**, including:
    - **Risk assessment**
    - **Emergency evacuation procedure**
  - The event must have a **designated first-aider on-site** throughout the weekend.
  - A **named emergency contact** from the event organizers must be reachable at all times.
  - **Fire extinguishers and first aid kits** must be available in key locations.
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#### 5. Weapons, Pyrotechnics & Combat Displays

- **No real or functional firearms** are allowed—only replica or historical weapons permitted for display.
  - If **gunpowder blanks or cannon demonstrations** are planned, the hirers **must provide proof of public liability insurance** and submit a risk assessment.
  - **Combat demonstrations** must take place in **pre-approved areas**, away from spectators unless a secure safety barrier is in place.
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#### 6. Stalls & Alcohol Policy

- Any **commercial stalls must be pre-approved** by the trustees.
  - **Alcohol sales will not be permitted.**
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#### 7. Noise Restrictions

- **No noise between 9:30 PM and 7:00 AM** due to the close proximity of residential properties.
  - If noise restrictions are **breached on the first night, WSSA Trustees reserve the right to cancel the event and revoke the booking.**
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#### 8. Parking & Traffic Management

- A **traffic management plan** must be in place if large numbers of vehicles are expected.
  - **No parking on the playing field**—all vehicles must use designated car parks.
  - The hirers must arrange **stewards or marshals** to manage vehicle movement if required.
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#### 9. Waste Management & Environmental Responsibility

- The **hirers must provide adequate waste disposal facilities** and ensure all rubbish is collected after the event.
  - All **camping materials, food waste, and litter** must be removed at the end of the hire period.
  - Any **environmentally sensitive areas** must be **protected from event impact.**
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**10. Insurance & Licensing**

- The event organizer must **provide proof of public liability insurance** covering a minimum of **£5 million**.
  - The **hirers are responsible for ensuring that all re-enactors, traders, and participants have valid insurance**.
  - The **Militia of Anglia** is responsible for securing any necessary **event licenses**.
  - If a license is **not required**, they must provide proof of this to the trustees.
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**11. Deposit, Acceptance & Payment**

- A **£500 refundable deposit** is required to cover any potential damages.
  - The **group must accept these conditions within 14 days** of the offer.
  - Payment must be **made in advance**.
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**12. Hire Fee Breakdown**

**Further Resolved:** The hire fee is set at **£600**, broken down as follows:

- **£200** for two full-day hires.
- **£100** for two half-day hires.
- **£100** for end-of-use cleaning of the changing rooms.