



## **Minutes of the Wellow Recreation Trustees Meeting**

**Wednesday 17th July 2019 at 8:00pm in the Wellow Sports Pavilion**

**Present:** Beth Jackson – Chair  
Bea Dowty  
Mike Clarkson  
Debbie Clarkson  
Heather Andrews

- 1. Apologies** received from Kathryn Black, Lyn Doman, Giles Pearman, Jonathan Wyld.
- 2. Welcome** to Heather Andrews returning as a trustee. HA commented that she would like to be involved with fundraising, the arts and leading activities on the field for older people.

### **i) Appointment of Secretary**

BJ requested nominations for the appointment of secretary. DC was nominated by BJ and seconded by HA and was appointed secretary of Wellow Recreation.

**ii) Role of Secretary with preparation of minutes.** It was agreed that the secretary will prepare the minutes and send to the chairman before sending out to trustees, within 14 days of a WR Trustee Meeting.

## **3. Play Park.**

### **i) Summary of Progress**

A Play Park Team (working group) agreed and appointed by Wellow Parish Council includes Rachel Kotchie(Lead), Mike Clarkson (Finance), Giles Pearman (WR) and Jo Trafford (Parish Councillor).

Chris Wordsworth will be approached to consult on project delivery in an advisory role..

A Draft Tender document with guidance notes was reviewed with the Parish Council at a WPC meeting held on the 15th July and approved with feedback.

A draft tender document is being prepared by RK and the Play Park Team with assistance from B&NES Play Parks Consultant Jane Robson. The document should be finalised by the 31st July and the 4 tenders received by the 30th August.

The Play Park Team have agreed to seek bids with a range between £50k and £75k in anticipation that further funds will be needed. The intention is to create a scope and infrastructure that will allow expansion over time. Survey Monkey regarding preferred equipment has been distributed to Play Park users and is awaiting feedback. It is reported that Jane Robson is keen to base the design and build from a good sample of data.



The works are estimated to start at the end of October/ beginning of Nov pending WPC agreement and a public consultation.

## **ii) Funding Opportunities**

10KM Ramble and Run is in progress.

BD raised the need for Magic Box to be approached about future contributions towards play park maintenance and sinking fund after the delivery of the new play park. MC agreed to raise this with Rachel Kotchie and the Play Park Delivery team.

### **ACTION MC**

## **iii) Play Park Summary of Finances**

- £9,162 from local fund-raising is currently held by WR.
- £25,500 - from MHCLG Pocket Parks Plus grant is held by BANES. Work to be undertaken within WR timeline (start Oct/Nov 2019 & complete by early 2020). Must keep Department informed of progress each month and deliver project evaluation by March 2020. £500 within grant to pay B&NES consultant Jane Robson to help with evaluation.
- £10,000 - National Lottery Awards for All: cheque received in Nov 2018 & held by Wellow Parish Council. Grant valid for 12 months, but PG believes that provided we show good intent this will not prove an issue.
- Criteria & rules for the two successful grant applications to be further reviewed by GP.
- Additional funding of approximately £25,000 may be required according to latest estimates of works and equipment replacement desired. Once the tender document has been agreed and signed off by the PC, renewed grant applications will be considered.

## **iv) Outdoor Theatre Feedback**

A brilliant performance by the Miracle Theatre was reported, but unfortunately the weather forecast affected attendance. Preliminary loss of £654 due to low ticket sales caused by bad weather but this is subject to confirmation.

Wellow Arts will be looking to run the theatre performance for 2020 and potentially a music festival. Final plans will be discussed and confirmed at the Wellow Arts wash up meeting.

## **4. Pavilion**

DC reported on the following:

- The Sports Pavilion is open during tennis coaching sessions on Wednesdays and Saturdays during term times plus other coaching slots throughout the week. It is also open during WVT drop-in sessions on Tuesday and Thursday evenings and during Sunday's organised doubles.



- During the Wellow Arts Theatre production in June the Pavilion was used to provide refreshments.
- Local organisations hold meetings in the pavilion and these take precedence over tennis Club Nights. Wellow Recreation will have exclusive use of the pavilion during the 10k run to be held on the 20th October 2019.
- The Honesty Box system whereby users can access tea, coffee and biscuits is proving to be popular and successful.
- The Pavilion this year has hosted 5 children's parties, 2 children's tennis parties, an 18th birthday party, a Caribbean Evening and a local resident's retirement party giving income of £380 to date.
- Pilates classes are held on a weekly basis as are Spanish classes giving a income of £320 to date.
- The Pavilion and tennis courts were the venue for the successful Caribbean Evening held in aid of the Community Chest on the 28th June.
- The Pavilion is a popular venue for small children's parties especially by local residents. It is hoped that these bookings will increase thus providing useful income.
- Local WR sports groups are to be encouraged to make the free use of the Pavilion for meetings, training sessions and social events. The Pavilion Team continue to encourage and explore options which enable the Pavilion to be open and used as much as possible.

## 5. Field Management Group

### i) Field Management Objectives 2019/20

- BJ highlighted key importance of increasing usage on the Wellow Recreation sports field during 2020 and invited ideas from Trustees on this.
- MC raised the opportunities for additional organised football groups such as for children, teens, women and walking football for seniors. Group leaders and coaches need to be identified.
- BJ & MC agreed to liaise with Premier Sports to identify further opportunities for them to use the field, in addition to the FitTriton sessions that run twice weekly. **ACTION MC/BJ**
- BJ and DC agreed to discuss opportunities with St Julian's school to increase usage of the field. **ACTION BJ/DC**
- BJ requested further ideas to be considered at the next meeting.



- HA volunteered to take the lead with activities for older people on the playing field. DC suggested that the Sports Pavilion could be used in conjunction with these activities providing a meeting place and refreshments.

## **ii) Sports Group Contribution Proposal**

- MC presented a revised approach to the allocation of costs to sports groups using the playing field.
- MC thanked BD who provided a paper showing a more in depth calculation of field percentages. MC will revise his proposals and present them to the Trustees shortly.

**ACTION MC**

## **iii) Sports update and Field Status**

- MC reported that works due to be completed by Greensward, WPC's appointed maintenance contractor to create a new side strip to the north of the matting and to replace the strip on the south side. The work will be paid for by the Wellow Parish Council as owner of the nets with funds raised by the cricketers.
- MC requested that BJ remind the football group to move the football goal posts each Thursday after play to prevent excessive wear on the grass in front of the goal mouth.
- MC reported that the football pitch requires more infilling and will discuss the matter with contractor Andy Boyce of Greensward and Kevin Jackson (football group) and gain advice on what is required for optimum grass growth in the drainage slits.

## **iv) Sub-Group Field Maintenance Contributions**

Following a constructive meeting with MC and JW with Pat Caudle in attendance, an explanation was provided and BD reported that she has referred the matter back to the boules committee for their consideration.

BD requested that Magic Box and private sports businesses using the field for profit-making purposes contribute towards the cost of the field maintenance charges; thereby alleviating some of the financial burden currently being shouldered by WVT and the WR sub-groups.

## **6. Finance**

### **i) Income & Expenditure**

- MC reported a current account balance of £18,073.33 which includes the £9,162 held for the play park fund as well as ring-fenced amounts for sports and arts groups. Outdoor theatre costs and Q1 field maintenance payments are still to be debited (see Income and Expenditure statement in the Appendix)



## ii) Community Chest

- Richard Twose Artwork Raffle - each Community Chest Charity received £535. BJ has sent thanks to Richard Twose.
- Carribean Night - Each Community Chest Charity received £327.11 and the event received great feedback.
- Summer Party - Each Community Chest Charity will receive an amount of £400

## 7. PR

- BJ will send KB the Wellow 10km Poster for sharing on social media. **ACTION BJ**
- Website - BJ will send out reminders to trustees who are outstanding Trustee Profiles which need to be placed onto the website via Kathryn Black. **ACTION BJ**

## 6. Admin

- The draft minutes of the meeting held on the 20th May were approved.
- BD confirmed the completion of the draft AGM minutes.
- BD will complete outstanding charity commission items prior to handover to DC.  
**ACTION BD**

**Next Trustee Meeting to be arranged by DC in October / November in accordance with Trustee availability**