

# GASKELL RECREATION GROUND MUCH WENLOCK

Registered Charity no. 1116940

Minutes of the  
ANNUAL GENERAL MEETING  
held at  
The Guildhall, Much Wenlock  
7:15 pm on Thursday 18 December 2014

**PRESENT:**

David Gibbon (Chairman), Cllr. Robin Bennett, Chris Bowden, Gerry Bowden, Don Davies, Cllr. Mary Hill, Cllr. Yvonne Holyoak, Cllr. Paul Laming, and Cllr. David Turner.

**IN ATTENDANCE:**

Sharon Clayton – Secretary  
2 members of the public

**1) ELECTION OF CHAIRMAN**

Nominations were sought for the election of Chairman.

It was PROPOSED and SECONDED that David Gibbon be elected as Chairman. The Secretary was asked if there was any problem with the nomination and advised that she could see no reason why Mr. Gibbon could not take on the role of Chairman.

**It was unanimously AGREED that David Gibbon be elected as Chairman.**

**2) ELECTION OF SECRETARY**

Nominations were sought for the election of Secretary.

It was PROPOSED and SECONDED that Sharon Clayton be elected as Secretary.

**It was unanimously AGREED that Sharon Clayton be elected as Secretary.**

**3) ELECTION OF TREASURER**

Nominations were sought for the election of Treasurer.

It was PROPOSED and SECONDED that Sharon Clayton be elected as Treasurer.

**It was unanimously AGREED that Sharon Clayton be elected as Treasurer.**

**4) APOLOGIES**

Apologies were received from Cllr. Bert Harper, Cllr. Robert Toft, and Cllr. Milner Whiteman OBE.

**These apologies were ACCEPTED.**

Cllr. Paul Laming arrived at this point in the meeting.

ABSENT:

Cllr. Dafydd Jenkins, Cllr. Richard Kitchen, and Cllr. Joffrey Watson.

**5) MINUTES**

It was PROPOSED and SECONDED that the minutes of the meeting held on 19 December 2013 be CONFIRMED.

**It was unanimously AGREED that the minutes be signed and ADOPTED as a true record.**

#### 6) HEALTH AND SAFETY POLICIES

Trustees were asked to consider and approve health and safety policies for the Gaskell Recreation Ground as recommended by the Gaskell Recreation Ground Operational Working Group (GRGOWG). The documents were for guidance to users, and also living documents, which can be reviewed at any time as and when required. It was PROPOSED and SECONDED that the health and safety policies be ADOPTED.

It was unanimously AGREED that:

- i. The health and safety policies be APPROVED and ADOPTED.
- ii. The policies be reviewed annually.

#### 7) EVENTS BOOKING FORM

Trustees considered for approval a draft Events Booking Form for users of the Gaskell Recreation Ground to complete as recommended by the GRGOWG. Concern was expressed that the Form was too complicated, so much so that it may put people off. However, trustees were informed that the booking form is a living document, and can be reviewed at any time, as and when required.

It was PROPOSED and SECONDED that the Events Booking Form be APPROVED.

It was unanimously AGREED that the Events Booking Form be APPROVED and ADOPTED.

#### 8) TERMS AND CONDITIONS

Trustees considered for approval draft Terms and Conditions for use of the Gaskell Recreation Ground as recommended by the GRGOWG.

It was PROPOSED and SECONDED that the Terms and Conditions for use of the Gaskell Recreation Ground be APPROVED.

It was unanimously AGREED that:

- i. The Terms and Conditions be APPROVED and ADOPTED.
- ii. The acceptance of the Terms and Conditions be included on the Events Booking Form so that only one form needs to be signed by the applicant.

#### 9) MUCH WENLOCK CRICKET CLUB

The Secretary gave a verbal update from a meeting with the GRGOWG and the Chairman and Secretary of Much Wenlock Cricket Club. The meeting had been convened to determine how everyone can work together so that the Ground is used for the benefit of users and the community. Future bookings would be taken by the Town Clerk's office. The Cricket Club was informed of how the Ground was to be managed by the Charity and the Club expressed a wish to have representation on any future Management Board in order to help raise funds. The establishment of a Sports Club was discussed whose members would be users of the Ground. The Sports Club could be a committee of the charity. The Cricket Club said that it could maintain the Ground and they were informed that proper risk management must be in place and the Ground must be operated in a safe and proper way since the Charity and Town Council has a duty of care. The Cricket Club said that its request for tree pruning still applies. The Club was informed that the Linden Walk is meant to be a walk and not a road. Access to the Linden Gate was discussed and it was suggested that a spare key could be kept in a key safe in the pavilion for use in emergencies. The Cricket Club was told that it should talk to the school about access to and from the school car park. The Club was asked what its priorities were and firstly the Club would like the drainage issues resolved, followed by parking provision, and thirdly a new cricket pavilion. Utility bills were discussed and who would be responsible for paying them, and it was suggested that they could they be included in the hire charges for the facilities? The GRGOWG explained that it would like to see the Ground become self-funded so that there would eventually be no charge on the precept.

All suggestions were to be ratified by the charity.

It was AGREED to NOTE the report.

#### 10) MUCH WENLOCK BOWLING CLUB

- a) Members considered a letter from Much Wenlock Bowling Club concerning parking and access. The Club wanted a car park with lighting in easy access of the bowling green and, if not, then access to the school car park. The Club also expressed concern about access through the Linden Gate stating that keeping it locked prevented access for emergency services.

It was AGREED that the contents of the letter be NOTED.

Cllr. David Turner declared an interest as a member of the Bowling Club.

- b) Members received a verbal update from a meeting with the GRGOWG and Much Wenlock Bowling Club. The Club is happy with the facilities although expressed concern about emergency access. They suggested that the trees along the route to the bowling green be pruned so that an ambulance or fire engine can drive across the Ground. They were concerned that, due to the age of their members, the bowling club was in the wrong position and asked if a number of vehicles could be driven to the club. The GRGOWG said it had been a positive meeting. **It was AGREED that the update be NOTED.**

**11) USE OF THE GROUND**

- a) Members considered for approval hire charges for use of the Ground. **It was AGREED that the current charges remain in place for the time being.**
- b) Members considered for approval school use of the Ground. It was PROPOSED that a working group recommend an operational budget for the Ground for consideration at a future date. **It was AGREED that school use of the Ground be considered by a working group which would make recommendations to the Charity.**

**12) FUTURE MANAGEMENT OF THE GROUND**

Members considered for approval how the future management of the Ground. It was PROPOSED that a Management Committee with the same membership as the GRGOWG be established, to meet monthly, with responsibility for the day-to-day management of the Ground. Any urgent matters beyond the scope of the Committee could be dealt with by an Extraordinary meeting of the Charity if thought necessary. It was further PROPOSED that the Town Clerk should act as the Charity’s nominated “manager” of the Ground, operating within the guidelines, policies and procedures put in place by the Management Committee once it was established. Should an emergency decision be necessary that was outside of the scope of the Terms of Reference of the Management Committee then an emergency meeting of the Charity could be called by the Chairman.

**It was PROPOSED, SECONDED and AGREED that:**

- i. **A Management Committee be established with three members from the Town Council and three representatives of Wenlock Estates.**
- ii. **The Committee to have the power to spend within the approved budget and make decisions in accordance with adopted policy.**
- iii. **The Committee to be managed by the Secretary of the Charity who will operate within the guidelines, policies and procedures put in place by the Management Committee once it was established.**
- iv. **The Charity would meet twice yearly.**

The Chairman thanked everyone for their attendance and closed the meeting at 20:49.

Signed.....  
Chairman of the Trustees

Date.....