

Minutes of the Meeting of the Trustees of Wem Sports and Social Association CIO held on Thursday 14<sup>th</sup> November 2024 at 17.00 in the Town Council the meeting room, Wem Library, High Street, Wem

Present: R Drummond, S Griffiths, E Towers, W Ollerenshaw

Penny O'Hagan – Secretary

Prior to the start of the meeting a meeting was held with Steve Jenson a representative from the Militias of Anglia to discuss the feasibility of holding a re-enactment event on the Bowensfield site.

- 1     **Apologies for Absence** – to receive.  
The following apologies were received from M Meakin, J Gwillam, J Ralphs, C Bennett.
  
- 2     **Meeting Minutes** – to approve as a correct record the minutes of the trustees meeting held 12.9.24.  
  
**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.**
  
- 4     **Finance**  
a) To receive 2024-25 budget report to 31.10.24.  
  
**Resolved:- to note the budget report.**  
  
b) Bank signatories – to nominate additional signatories for Nationwide Account.  
  
**Resolved:- to nominate Susan Griffiths as an additional signatory on the Nationwide account.**
  
- 5     **Bowensfield**  
a) Re-enactment event - to discuss.  
A discussion took place on this item and those who attended the pre meeting with Steve Hansen were impressed with the proposals however concern was expressed over the impact it could have on the football pitches.  
  
**Resolved:- that prior to deciding on this matter it was agreed to hold a site meeting with the Groundman, the Secretary, Steve Hansen and Roger Drummond to discuss the proposals in more detail and report back to the next meeting.**  
  
b) Fireworks 5.11.24 - to review the event.  
The Secretary outlined draft income from the evening and all present felt it had been a very successful event.

Whilst 1350 tickets were sold with the addition of stewards and people working on food vans etc. the site was near to capacity

The Secretary explained that she would like some of the funds raised from the evening to be used to improve infrastructure for future events.

- Purchase of radios
- Purchase of more long lasting signage instead of relying on laminated sheets
- Removal of the chain link fence between the old five a side hardstanding area and the football pitches to be used for food vans.
- Anything left to be held in reserves to cover any losses in future years.

**Resolved:- to earmark any profit made from the fireworks event for the purchase of**

- Radios.
- event signage.
- removal of the chain link fence between the old five a side hardstanding area and the football pitches.
- balance of profit to be held in earmarked reserves to offset losses from future events.

**Further Resolved to delegate authority to the Secretary in consultation with the Chairman approve expenditure if needed in advance of the next meeting on the aforementioned items.**

c) Premises Licence – to discuss applying for a premises licence for Bowensfield. The Secretary reported that it would be advisable to apply for a premises licence for the Bowensfield Site so that the site can be used for additional entertainment events throughout the year

**Resolved:- to defer to the next meeting and look at whether the Town Council's existing licence could be amended to include the Bowensfield site.**

## 6 2025-26 Budget

a) 2025-26 Fees – to discuss

**Resolved:- to approve the following fees and charges for 2025-26**

	<b>WSSA Hire Fees</b>	<b>2025-26</b>
<b>General</b>		
	Tennis Club Contribution	£870
	Bowling Club Contribution	£1360
	Albion Bowling Club Contribution	£255
	Wem Town FC	£9460
<b>Recreation Ground Hire</b>	Misc. Community events non profit making (using whole rec)	£102
	Fairs – Standing Days	£107
	Fair – Operating Days	£188
	Charity Car Boot Sales	£31
	Other Events*	POA
<b>Butler Sports Centre</b>		

<i>Whole Complex inc. toilets</i>	Wem Based Sporting Bodies and Community groups	£158
	Out of Parish Football Games including Junior Hire	£180
	Commercial Hire	POA
	Shropshire Schools/ Wem Based Junior Use	£100
	Powell Cup	£85
<i>Pitch only</i>	Wem Based Community Groups	£77
	Out of Parish Football Games	£153
	Commercial/ Other Hire	POA
<i>Use of Floodlights</i>	Full match	£40
	Half Match	£25
	WTFC Maintenance contribution 7.5%	
	Powell Cup and Local Schools full match	£40
	Powell Cup and Local Schools half match	£25
<b>Water</b>		
Tennis club	50% of annual bill	
Bowling Club	40% of water usage	

b) 2025-26 Budget - to discuss

**Resolved:- to set the following budget for 2025-26**

<b>Expenditure</b>	
<b>Pitch and changing rooms</b>	<b>2025-26</b>
changing rooms cleaning	£2,575
insurance buildings	£2,266
Utilities electric / water	£5,835
rates	£205
repairs/ maintenance inc shed	£3,090
equipment	£515
Floodlights	£1,340
football pitch	£2,060
Statutory checks	£2,832
Clubhouse	
<b>Total</b>	<b>£20,718</b>
<b>Grasscutting/ Machinery</b>	
Insurance	£1,900
Fuel	£3,862
machinery and equipment*	£8,030

Repairs/ renewals /service	£515
msc	£515
<b>Total</b>	<b>£14,822</b>
<b>Recreation Ground</b>	
maintenance	£103
Water	£206
repairs/msc	£50
<b>Total</b>	<b>£359</b>
<b>Administration</b>	
Audit	£485
sundries membership	£103
Legal Fees	£515
bank charges	£103
msc	£557
<b>Total</b>	<b>£1,763</b>
<b>Fireworks</b>	
Display costs	£3,090
Misc	£515
<b>Total</b>	<b>£3,605</b>
<b>Bowling Club</b>	
Allowances	£1,200
<b>Total Expenditure</b>	<b><u>£42,467</u></b>
<b>INCOME</b>	
Wem Town Council	£14,000
Wem TC Machinery Contribution*	£7,000
<b>Rents &amp; Contributions</b>	
Tennis club rent	£870
Albion Bowling Club rent	£255
Rec Grd rents	£1,020
Floodlighting reimbursement	£824
Wem Town FC Rent	£9,460
Other hire fees	£600
Clothes bank / sundry	£153
schools / youth hire	£500
Bowling Club rent	£1,360
Scout use	£300

Powell Cup hire fees	£640
Clubhouse utilities	£1,200
Clubhouse rent	£10
<b>Fireworks</b>	
Fireworks Income	£3,605
<b>Msc</b>	
Water BC	£300
Interest / Wayleave	£260
sundry	£50
Tennis club water	£60
<b>Total Income</b>	<b>£42,467</b>

\*transferred to EMR

c) 2025-26 Town Council Contribution request – to approve

**Resolved:- that based on the budget set to request a financial contribution of £21,000 from Town Council of which £7000 will be allocated for equipment purchase.**

d) Internal controls - to review Financial Risk Assessment, Internal Controls and Schedule of inspections

**Resolved:- to approve the Financial Risk Assessment, Internal Controls and Schedule of Inspections and to nominate Roger Drummond to check accounts on a quarterly basis in line with the risk assessment.**

## 7 Recreation Ground

To consider request from Wem Tennis Club to remove self-seeded mountain ash tree adjacent to the brick toilet.

**Resolved:- not to support the request.**

## 8 Wem Sportsman of the Year Award –to agree judging panel

The Secretary reported that there were no entries to date and all trustees were encouraged to promote the awards in the clubs.

A judging panel was not felt necessary and it was

**Resolved:- that all trustees would consider nominations at the next meeting.**

## 9 Leases – to discuss currently held with sporting bodies.

The Secretary reported that she had not been able to make progress on this item due to workload

**Resolved:- to defer this item.**

## 10 Other Matters of Concern – for consideration.

13.2.25

Agenda item 2 Draft minutes 14.11.24

Wanda raised the issue of the lack of directional signage from New Street to the Recreation Ground and asked how this could be rectified.

**Resolved**:- that Wanda would investigate this matter and report back to the next meeting.

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

**Resolved**:- not to set a date but that the Secretary would send out dates in January.

Meeting ended 18.05