

Eardisland Village Hall Management Committee (Acting*)

Minutes of the meeting held Wednesday 15 October 2014 7.30pm

Attendees: Ruth Brinton-Bivand, Jo Edwards (WI), Steph Griffiths, Caroline Marsden (Village/Community Band), Annie Mitchell (*Pilates Groups - provisional*), Tracie Preece, Gill Richards (retiring Chair), Julie-Ann Richards, Albert Sheffield (P-C Liaison), Esther Simpson (Village Show), Graham Simpson (Twinning), Chris Watson (E-Team)

Apologies: Bob Aldred, Shelley Connop, Lisa Price

H-Team: Jo Watson attended

Arising from the notes of the previous meeting, Albert Sheffield explained the three options available for the future management structure of the Village Hall

ACTION: Albert to circulate Richard Timney's (Community First) notes on Charitable Status.

If the Village Hall is to continue as a Charitable Trust it would require two sets of Trustees:
a) Management Trustees and b) Holding or Custodial Trustees (which could be the Parish Council).
The importance of trustees being insured against personal liability was stressed – such insurance to be paid for out of VH Trust assets.

ACTION: Albert to circulate VH Information Sheet 17 – Trustees' Roles and Responsibilities (ACRE Village Hall Information Service)

AGREED: That no-one present at the meeting or acting as Officer has any legal responsibilities until signed as a trustee.

AGREED: That all Officers are elected for a term of one calendar year and stand down at the next AGM (October 2015).

Election of Officers

Chair: Ruth Brinton-Bivand (Proposer: Annie Mitchell, seconded Esther Simpson)

Vice Chair: Albert Sheffield (Proposer: Ruth Brinton-Bivand, seconded Esther Simpson)

Secretary: Caroline Marsden (Proposer: Chris Watson, seconded Albert Sheffield)

Annie Mitchell kindly offered to assist when Caroline unable to attend.

Treasurer: Steph Griffiths (Proposer: Ruth Brinton-Bivand, seconded: Caroline Marsden)

George Alderson will continue in his previous role as bookkeeper to the Committee and offer support to the Treasurer.

Gill Richards offered her formal resignation from the Committee and as a trustee of the Village Hall but is to continue to handle bookings and invoicing and be keyholder until the end of the calendar year.

ACTION: a new mandate form is required from the Bank (George/Steph/Gill). Ruth, Steph and Caroline agreed to be the new signatories.

A new named keyholder (possibly 2) is required.

ACTION: discuss with Elaine Smith who also offered to help with bookings.

Annie Mitchell asked that the committee look at the importance of certain Health and Safety issues in terms of insurance of the Hall. Gill stated that there were regular and current inspections for: Gas (every 12 months) Electricity (5 years) and Fire (12 months).

ACTION: Gill was asked to bring existing paperwork to the next meeting.
It was resolved that someone should take responsibility for keeping the notice boards clear and up-to-date.

Timing and format of meetings:

Meetings to be held on 3rd Wednesday of the month at 7.30 in the Village Hall. Agendas to be drafted by the Secretary and approved by the Chair or acting Chair.

ACTION: Carry forward dates into the VH Bookings Diary (Gill/Caroline)

There was a discussion as to whether meetings should be open or closed to the public. It was resolved that as most current user groups are represented on the Council, the meetings would have an open session early in the agenda, with members of the public strongly encouraged (via the Parish Magazine/website) to table items in advance for inclusion on the agenda. They would be invited to attend if they wished to present their question or statement and would then leave for the committee to discuss in closed session.

Sub-Committees - the following categories were suggested by Tracie:

- Housekeeping
- Social and Fund-raising
- Maintenance

ACTION: Discuss with the 'H-Team' who could help in which area.

In the short term, the Bingo evening booked for Wednesday 19 November needs to be organised.

ACTION: Tracie agreed to head up a team to take this forward.

Communication of agendas/minutes: all members of the committee agreed to have their emails used openly within the committee and H-Team

ACTION: Check with the H-Team for similar agreement.

NB: Jo Edwards requires hard copy of all documents.

User Groups: All representatives need to check that they have authority to speak on behalf of their groups. There was a query from the organiser of the Pilates classes (Dawn Arkle). After discussion it was made clear that Annie would represent them (after checking with the 2 other classes) as a user group, and that if Dawn as a business user wished to raise matters with the Committee she should do so via the public open forum.

ACTIONS: Annie to talk to Dawn Arkle. Graham to check with History Group. Ruth to contact Margaret Milchard/Sue Wallis re Share a Care/Local Links. Ruth to approach Parochial Church Council re representative.

Emails from Elaine Smith/Paul Selfe

Elaine: would be interested in working with/representing the Young Peoples' Project if it comes into being.

Paul: Would the Village Hall be interested in accommodating a table tennis table. Would the

Committee give consideration in any future plans to the establishment of an Archive Room to both store and make accessible a wealth of existing Parish Data. Both **agreed** in principle.

Albert further explained the situation regarding the status of the Village Hall with regard to the establishment of a lease as mentioned at the previous meeting. (see extract below).

Financial Support: Gill stated that in previous years there has been a donation from the Parish Precept via the Parish Council into Village Hall funds to assist with running costs. The Parish Council also covered the cost of insurance.

ACTION: to ask the Parish Council to include this in their Precept for the coming financial year.

Cleaning: It was agreed to involve Committee members plus the H-Team in a 'deep clean' of the Village Hall premises.

ACTION: Date to be agreed, team to be recruited.

Further agreed:

- to carry forward consideration of Brian Pollard's drawings of suggested renovations to the next meeting
- to invite Richard Timney to address the committee
- to postpone the New Year Party project until 2015.

Next meeting: Wednesday 12 November, 7.30pm. Eardisland Village Hall.

*Extract from *Village halls run by parish councils as sole trustee* © ACRE

THREE COMMONLY UNDERSTOOD RELATIONSHIPS BETWEEN THE PARISH COUNCIL AND THE VILLAGE HALL

Hall with no charitable status run by the parish council in its statutory capacity as a local authority. Halls in this category need to be managed according to local government law.

Hall with charitable status run by a committee of charity trustees (village hall management committee). Parish council acts as custodian trustee holding the legal title to the land and acting on the direction of the village hall management committee. Halls in this category need to be managed in accordance with charity law.

Hall with charitable status run by the parish council as the sole trustee. Halls in this category need to be managed according to charity law and local government law.