

Boxted Village Hall

Minutes of Meeting of Boxted Village Hall Trustees

Wednesday 12th February 2020 at the Village Hall after the Parish Council meeting

Trustees Present Cllr's Brentnall, Chaplin, Collitt (arrived at the beginning of Item 20/24), Kent, McLauchlan and Seakens.
Clerk - Karen Thompson

BVH20/013 Welcome
The Chair (Cllr Seakens) opened the meeting.

BVH20/014 Apologies and reasons for absence.
Cllr's Damen, Oxford and Pugh were absent.

BVH20/015 Declaration of Interests
None declared.

BVH20/016 To accept the minutes of the last meeting 8th January 2020
These were accepted as an accurate record of the meeting.

BVH20/017 To receive the Village Hall financial statement (see attached) and bank statement for reconciliation (sent separately).
The Trustees noted the anticipated increase in hiring receipts to £19,000 this year. The receipts to date in year are £10,329 and the spend is £6,891. The bank balances are £39,663.

BVH20/018 To consider and agree the Service Level Agreement (SLA) with CHIP (sent separately)
It was noted that the SLA was unchanged from the previous version and was approved.

BVH20/019 To consider the Action Plan and Recommendations from the Fire Survey (attached)
It was agreed to defer this item to the next meeting of the Trustees.

BVH20/020 To note the RCCE advice (below) to take forward a new Resolution to confirm the Parish Council as Sole Trustee of the Village Hall as the Charity Commission entry is not complete and the original minute cannot be found. The RCCE can prepare a new resolution for you to take to your next AGM or EGM to amend the trust deed to show the Parish council as Sole Trustee.

The Resolution would have to be approved at an ordinary meeting of the Sole trustee and then presented at an AGM/EGM for public approval and vote. The Resolution would then be uploaded to the Charity Commission and will appear on your web entry. This was approved.

BVH20/021 To approve sub-committee terms of reference for the Village Hall Management Committee (attached) in line with the advice from the RCCE:

The sub-committee (VH committee) which has Parish councillors and non-councillors in attendance should be meeting more regularly and dealing with the day to day running of the hall. It is this sub-committee which should have some Terms of Reference between the Sole Trustee and the sub-committee.

It was agreed to draft terms of reference for the Village Hall Management Committee.

BVH20/022 To approve the invoices for payment
The following invoices were approved for payment:

Michelle Gourlay Cleaning	£168.00
Eley Boiler service	£92.40
S&S Windows cleaned	£40.00
Mersea Drains	£125.00
Chairs	£866.27

BVH20/023 Meeting Close
The meeting was closed, and the next meeting date confirmed as 11th March 2020