

Gilston and Eastwick Village Hall Management Committee

Business Meeting Minutes – Monday 20th May 2019

1a. Introductions: Sarah Bagnall (residents representative), Trevor Brown (Treasurer), Janine Bryant (Parish Council representative & minute taker), Yolande Clark (residents representative), Maxine Evetts (residents representative & Bookings Officer), Keith Harvey (Trustee & Vice – Chair), Christine Law (PCC representative)

Tim Hayward-Smith – Community Development Action (CDA)

1b. Apologies: Mary Jackson & Katie Spencer

1c. Keith Harvey acted as Chair

2a. TH-S gave a very informative explanation of the purpose of the CDA which focuses on supporting & developing community services in rural areas. It is funded by DEFRA plus various grants it successfully wins.

CDA promoting and supporting Community Hubs to develop local activities; for example, lunch clubs, coffee mornings, etc. A new member of CDA, Stuart ?, will make contact to discuss.

Gislene, new Community Energy Adviser, meeting JB **2:00pm Thurs 23rd May** to discuss what, if anything, could be done to improve energy efficiency and sustainability.

All MC members welcome.

2b & d. TH-S led a round table discussion on the role of the various types / alternatives of Trustees which the Village Hall committee should be aware of:

i) **Holding Trustees** – village hall title vested in the Holding Trustees (HT), named individuals. Whilst the Holding Trustees have no power it is critical the hall always has named Holding Trustees. Whilst HTs may sit on Village Hall management committees it is not the norm.

ii) **Custodian Trustees** – the village hall title deeds vested in an organisation (eg Parish Council, Charity Commission, etc.) this avoids the risk of inadvertently having no Holding Trustees (moved away, deceased, etc). Only registered charities can vest the title to the Charity Commission.

TH-S advised against vesting the title to the Parish Council.

iii) **Charitable Incorporated Organisation:** –

The following is copied from *Wikipedia*

A **charitable incorporated organisation (CIO)** is a new form of [legal entity](#) designed for [non-profit organisations](#) in the [United Kingdom](#).

The main intended benefits of the new entity are that it has [legal personality](#), the ability to conduct business in its own name, and [limited liability](#) so that its members and [trustees](#) will not have to contribute in the event of financial loss. These are already available to [limited companies](#); charities can be formed as companies, but then they must be registered with both [Companies House](#) and the [Charity Commission](#). In contrast, the CIO only needs to register with the Charity Commission. This is expected to reduce [bureaucracy](#) for the charity.

From *gov.uk* website

The Charitable Incorporated Organisation (CIO) is a **new legal structure designed specifically and only for charities**. It offers the benefits of limited liability making it easier to recruit and retain trustees, and legal personality making it easier to hold property and enter contracts. Oct 31 2012

TH-S to establish whether CIO retains need for Holding Trustees and revert back to MC

iv) **Management Trustees**. All members of the Village Hall Management Committee automatically accept the role and duties of a Management Trustee. These are the decision makers.

Action: recommended reading for all members of the Management Committee – CDA document VHS40 Village Halls Governing documents and title deeds (circulated again 18th May 2020)

2c. The importance of registering the property with the Land Registry was raised by TH-S.

Actions:

Holding Trustees

Currently the Village Hall has only one Holding Trustee, Keith Harvey. TH-S confirmed HTs have no responsibilities / duties, as these lie with the Management Trustees, Maxine Evetts agreed to be appointed as a Holding Trustee.

Actions:

- JB to send electronic copy of Appointment of New Trustee to KH & ME for witnessed signatures.
- JH & ME to approach KS to establish whether suitable and willing to become a HT
- MJ volunteered and accepted by KH & ME as a HT
- Appointment of New HT, for MJ & KS, to be produced by JB once ME's appointment confirmed.

Investigate charitable incorporated organisation (CIO) - ALL Management Committee

Register with Land Registry – this needs to be completed asap but, to avoid, unnecessary costs, the Management Committee (MC) needs to decide whether to remain with HTs or move to CIO
Members of the MC need to research prior to October Business Meeting when decision will be made.

3. Accuracy of Minutes of 4th February 2019 Business Meeting

Following removal of "interim", Item 5, Minutes unanimously approved.

Action: Amended minutes to be published by CL on G&E website

4. Accuracy of Minutes of 25th March 2019 Extra-ordinary Meeting

Minutes unanimously approved.

Action: Minutes to be published by CL on G&E website

Matters Arising (not on the Agenda)

a. Appointment of Chairperson

– two nominations received. Following "closed" vote

Action: KS to be asked to take the role of Chairperson

b. Confirm start time of future meetings

No action as start time to remain at 8:00pm

c. Location for a Defibrillator

Unanimously agreed location to right hand side of the front entrance / stairs.

Action: JB to contract electrician to install (Parish Council paying all associated expenses).

d. Waste bin

Action: TB to order as per selection by ME & CL

5. Treasurer's Annual Report to 31st January 2019

Action: TB to send to CL for publication on G&E website

6. Review of Hall fees (amended proposal circulated prior to meeting)

a. Children's parties may be held between 9:30am and 6 pm on Saturdays and Sundays.

No Action: Already agreed by email.

b. Review following restriction. Children's parties - Can the age range be changed?

First, we regret that the Hall is not available for letting to or for the use of anyone **between the ages of 12 and 21.**

MC unanimously agreed to change to - **between the ages of 13 and 21.**

Action: website to be changed asap

- c. Minimum hire time of 1.5 hours
- d. Agree (or amend) proposed client 'groupings'
- e. Agree (or amend) proposed fees – when? Informing clients?

Minor amendments agreed

Action: JB to amend fees table and re-circulate for approval by email

- f. Publicity to find new clients – carried across to next meeting
 - Article for Parish Magazine?
 - Open Day to see what is on offer
 - Banner outside the Hall?
 - Social Media

7. Verbal update on potential improvements to Village Hall

JB informed committee that KS had successfully submitted the application for Solar Energy grant.

Architect visited village hall to advise on potential improvements. He advised the Management Committee needs to first determine what they wish to achieve, what future business is wanted, etc. ME advised receiving negative feedback on the kitchen.

Action: Existing Committee sub group (KS, SB, JB & ME) charged with seeking proposals for refurbishment of kitchen.

8. Any Other Business / Items for future meetings

- a. Car parking agreement

Action: JB preparing draft agreement for circulation to MC

- b. Lettings agreement and T&Cs

Action: JB preparing draft agreement for circulation to MC

- c. Round the Table

TB asked for approval to change all village hall signs to reflect correct name: Gilston & Eastwick Village Hall – agreed unanimously

Action: TB

AGM 2020 – 2 apologies received.

Action: AGM moved to 2nd March 2020

Next meetings:

12 th August 2019	Extraordinary meeting – if required
7 th October 2019	(to include review of Letting charges?)
2nd March 2020	Annual General Meeting & Bus Meeting NEW date

7th October Business Meeting Agenda items

1. Does the Management Committee wish to move to a Custodian Trustee (eg Charity Commission) or Charitable Incorporated Organisation (CIO)?
2. What is required to register with Land Registry?
3. Potential Improvements to Village Hall; eg kitchen area, solar panels, etc
4. Publicity to find new clients – potential actions?
Article for Parish Magazine, Open Day to see what is on offer, Banner outside the Hall, Social Media
5. Car parking agreement
6. Lettings agreement and T&Cs 7. CCTV