

Gilston & Eastwick Village Hall Management Committee (VHMC)

Thursday 6th February 2020 Extraordinary Business Meeting Minutes

Actions agreed:

A1 Potential new Montessori booking – ME to contact to:

- explain they can have the hall term time weekday mornings, until 1:00pm, only;
- seek an indication of when they are likely to launch;
- explain the Village Hall Management Committee is investigating improvements to the hall which may, at some time in the future, lead to disruption for the Montessori;
- ask if they are willing to wait until works are completed before setting up the childcare setting - this may be beneficial to both parties;
- establish what the Montessori's "equipment" requirements will be and their plans for storage of said equipment.

A2 Feasibility Study / Options Appraisal for potential Village Hall Improvements

- KS authorised to instruct Alan Whittingham, AD Architects, to undertake Feasibility Study / Options Appraisal. Architects fees being paid by Eastwick & Gilston Parish Council New Homes Bonus;

Note: this action was previously agreed at the 7th October 2019 committee meeting.

- Invoice for feasibility study to be made payable to Parish Council for VAT reclaim.

A3 Village Hall Management Committee Trust Deed (new) draft document, as circulated in the VHMC Trustee Information Pack by KS at this meeting plus

- KS to circulate draft "objects" (The Objects of the Charity are:) by 14th February 2020;
- Draft VHMC Trust Deed and draft "objects" to be reviewed by ALL and comments; positive, amendments & concerns; to be circulated at least one week prior to the Annual General Meeting (AGM), i.e. 23rd February 2020;
- New Trust Deed document to be signed off at the AGM, 2nd March 2020.

A4 Minutes of meetings

- to be duly signed on approval of VHMC and stored in Village Hall plus electronic copy to be uploaded onto the Village Hall area of the Eastwick & Gilston Parish website.

Note: signature to be completed at the next meeting following approval as electronic copy needs DRAFT watermark removing.

A5 Damage to Hall roof

- Katie/Janine to look into bollards.
- Maxine to obtain quote for cutting back hedges.

Future meetings, start time 8:00pm:

Monday 2 nd March 2020	Annual General Meeting followed by Business Meeting
Monday 11 th May 2020 (changed date)	Business Meeting

1.

Present: Trevor Brown (Treasurer), Janine Bryant (Parish Council representative & minute taker), Sarah Bagnall (residents representative), Yolande Clark (residents representative), Maxine Evetts (Holdings Trustee & Bookings Officer), Mary Jackson (Holdings Trustee), Christine Law (PCC representative), Katie Spencer (Holdings Trustee & Chair)

Apologies: Keith Harvey (Holdings Trustee & Vice – Chair)

2. Chair's Opening Statement

KS commented on the continuing apparent confusion & frustration by Village Hall Management Committee members regarding their roles as Management Trustees, the role of the Chair and that of the Holding Trustees. In order to clarify KS researched the Charity Commission website for relevant advice and compared this with advisory documents received from the CDA. The Charity Commission has advised KS that the Village Hall is indeed classed as a Charity and as such, the Trustees have a duty to comply with legislation published by the commission. KS confirmed that as the hall's income is less than £5,000 per annum there is no need to apply to be on the Charities Register. KS provided all present with a Trustee information pack and asked the committee to familiarise themselves with their roles and responsibilities. KS addressed an email of the 27th January 2020 in which it was stated that the Chair could not propose, vote or take sides in a discussion. KS confirmed that this was not the case and all legal guidance provided by the Charity Commission clearly stated that the Chair could vote and in situations whereby there was a split decision, could take the casting vote. KS confirmed that this was clearly documented in the Trustee information pack she had handed out. Additionally, KS addressed the statement that large expenditures must be voted at meetings. KS confirmed that decisions could be made electronically to help speed things up, so long as a copy of the electronic agreements were retained and signed off at the next committee meeting.

3. Trustees' responsibilities

- a) Charity Commission Regulation
- b) Committee Governance – Role Clarification
- c) Compliance

KS circulated a "Gilston & Eastwick Village Hall Management Committee (VHMC) Trustee Information Pack" containing:

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|---|--------------------------------|
| 1. Essential Trustee: what you need to know, what you need to do | Charity Commission |
| 2. Trustee roles and responsibilities | ACRE / CDA |
| 3. The Essential Trustee – 6 main duties | |
| 4. Charitable Trusts: Model Trust Deed | Charity Commission |
| 5. G&E Village Hall Conveyance document, 3 rd October 1951 | Col F.E.S. Bowlby |
| 6. G&E Village Hall (VHMC) Trust Deed, adapted from 4 above | Proposed to replace / update 5 |
| 7. Charity governance, finance & resilience: 15 questions trustees should ask | Charity Commission |

Some discussion took place as to the need for a new Governance / Trust Deed. KS expressed her concern at the lack of clearly defined rules for the committee to follow and stated that she felt a governance document would go some way in reducing the frustration of committee members. KS confirmed that the new document does not make the original, 1951 Conveyance document obsolete, but is intended to clarify some areas which are not explained fully in the original document. KS stated that the new document would ensure the VHMC has a Trust Deed that complies with the Charity Commission advice and guidance.

Actions – see A3 above

d) Purpose of the Village Hall

The Village Hall is a Community Asset for every member of the community. The hall is for community events that bring people together and is there to encourage socialisation within the parishes of Gilston & Eastwick. The hall should not be used solely for business purposes and should not generate a profit.

Actions – see A3 above

4. Progressing potential improvements to the Village Hall

a) Feasibility Study

As minuted in the October 2019 VHMC meeting it has been agreed that a Feasibility Study of potential improvements to the Village Hall be undertaken by a firm of Architects sourced from the CDA.

b) Individual Objections

Discussion regarding the value of a Feasibility Study being conducted by architects took place with the suggestion the potential alternative improvements could be developed and agreed with In-House expertise. It was made clear that any submission for external sources of funding (Section 106, New Homes Bonus, etc.) would require a comprehensive Project Plan, which the Committee do not believe can be undertaken by its members and would risk jeopardising its ambition and vision for the Village Hall's future.

c) Funding Sources

- The Eastwick & Gilston Parish Council has agreed to fund the Feasibility Study, cost £3,000 plus VAT, from its New Homes Bonus allocation.

The Management Committee wishes to record its Thanks to the Parish Council for its generosity.

- G&E VHMC has £39,000 funds in its bank account
- Whilst most of the remaining Terlings Park (TP) Section 106 (S106) funding has been given to another local Village Hall KS is exploring with the TP developers whether another part of the TP S106 monies can be reassigned to the G&E Village Hall. East Herts Council (EHC) also has other funds that we may be able to bid for.

The Management Committee wishes to record its Thanks to our District Councillor, Eric Buckmaster, and the Parish Council for their assistance in negotiating with EHC.

d) Proposed Works

To be discussed when Feasibility Study completed.

e) Montessori Booking

Concern regarding this potential booking as:

- it risks excluding members of the community accessing the VH for community events for a significant part of the day (term time) which is in conflict with the purpose of the village hall (as per the original conveyance document);
- the VH income will be largely dependent on one income source and therefore at risk if the venture folds;
- the Montessori may be disrupted when Hall improvements have been agreed and initiated.

Actions – see A1 above

5. Voting and documentation of formal agreements

Voting covered in the proposed G&E Village Hall (VHMC) Trust Deed.

Actions – see A3 above

Minutes of meetings to be signed, 1st page, on approval.

Actions – see A4 above

6. Any other business

Damage to Hall roof

- Katie/Janine to look into bollards.
- Maxine to obtain quote for cutting back hedges.

Actions – A5 above