

Minutes of the Sole Trustee of Barlaston Village Hall Meeting Held on Tuesday 7 March 2017

Present:

Cllr G Jones (Chairman)
Cllr E Philpott
Cllr T Dodd
Cllr S Hall
Cllr P Linehan
Cllr P Fisher

Cllr J Barnett
Cllr I MacMillan
Cllr A Brown
Cllr V O'Dunne
Cllr I Moran

In attendance: Mrs K St Leger (Clerk), Mr J Blount (Consultant)

Public Open Forum

J Davies (visiting Clerk) was in attendance

- 1 **Apologies.** No apologies were received.
- 2 **Declarations of Interest.** Cllrs Jones and Linehan declared their membership of the Village Hall Committee.
- 3 **Written applications for dispensations under the Localism Act 2011.** There were no written applications for dispensation.
4. A meeting of the Parish Council was held on 1st March to consider the 17 recommendations submitted by J Blount. The meeting reviewed each point and came forward with an action programme and is set out against the recommendations (Appendix A).

The role this evening is to review and accept the recommendations as Sole Trustee.

It was confirmed the 1997 Charity Commission governance document was still the current version.

Item 2 – The Village Hall in the past has maintained a reserve of around the £10k mark, to be held by the Trustees, it is thought appropriate the Operating Committee should have a balance of £3k to be able to maintain its trading position, it effectively has payroll responsibilities and needs to make expensive purchases including items such as insurance, which was around the £1k per annum this year.

It was felt that it was still appropriate to maintain the procedure whereby the Management Committee came to the Trustees with individual requests for items over £500 so that the Trustees would have the final say in terms of expenditure. It was said that there was a need for the Trustees to be aware of what contracts were being placed, to make recommendations in terms of how caretaking and booking services were being done, that it took responsibility for contracts and purchases over the £500.

There was a responsibility for the Trustees to ensure that the officers of the Village Hall should have clear job descriptions and for the minutes of the Village Hall committee meetings to be presented to the Trustees and that the Parish Council at the AGM to approve annual budget for the Village Hall.

Item 17 – clarification was sought around the issue of VAT. J Blount advised the PC as the Sole Trustee can claim back VAT, however the Village Hall were not in a position to do so. For smaller items, it was not worth undertaking the administration to recover all VAT. For larger items the PC as the Sole Trustee would need to undertake the purchase on behalf of the Village Hall. A methodology would be required to enable the funds to be transferred. J Blount to produce a procedure which can be followed which has been approved by Audit.

It was resolved to accept the recommendations with the exception of Item 17. Upon receipt of a written procedure this would be reviewed.

The Village Hall Committee had reviewed the governance documents separately and are happy with the recommendations.

Financial Matters – Minutes of the Village Hall were circulated; the following Financial Summary was noted:

January:

| | |
|-----------------|-----------|
| Opening balance | £ 5623.56 |
| Closing balance | £ 7374.60 |
| Increase of | £ 1751.04 |

| | |
|-------------------|-----------|
| Total expenditure | £ 1077.68 |
| Total income | £ 2819.20 |

Extra expenses

Cheques not presented Reels on Wheels £199.20
Steves Sound System £120.00

Invoices payable by us not yet received
Reels on Wheels invoice 2 £145.00
Fire brigade call out £112.00 (believed to be this amount)

Outstanding debts

KLC Fitness £60 – it was resolved to write off the debt.
Wayleave - Farnsworth £80. It was resolved the Clerk would issue a letter advising non-payment would result in legal action being taken.

Date and time of next meeting

AGM to be held on 30 March 2017

Village Hall Governance

| Recommendation | | Action |
|----------------|---|---|
| 1 | It is recommended that the Council urgently calls an AGM to consider the accounts and the auditor's comments on them | AGM needs to take place before end March 2017. Date to be agreed |
| 2 | It is recommended that the trustee considers both a risk policy and a reserves policy. | To accept recommendation including building a reserve of £10k. Operating limit to be set at £3k. Payments over £500 must be presented to the Trustee. Standing Orders to be updated accordingly |
| 3 | It is recommended that the Council deals directly with the tasks specified in the governing document. | To accept recommendation |
| 4 | It is recommended that the clerk undertakes training on charity law. | To accept recommendation |
| 5 | It is recommended that all contracts for services are made in the name of the trustee. | To accept recommendation. Review existing contracts to ensure they conform to recommendation. |
| 6 | It is recommended that contracts are drawn up for caretaking and booking services. | To accept recommendation. Wording within contracts to conform to acre recommendations for self-employment. Risk assessment to be undertaken. |
| 7 | It is recommended that all contracts for purchases over £500 are made in the name of the trustee. | To accept recommendation |
| 8 | It is recommended that all borrowing is done in the name of the trustee. | To accept recommendation |
| 9 | It is recommended that the Village Hall Committee obtains HallMark 2 rating. | To accept recommendation |
| 10 | It is recommended that the trustee gives every support to the Committee in order to achieve HallMark 2 by providing training, equipment, advice or other support. | To accept recommendation |
| 11 | It is recommended that the Council includes the Village Hall on its own insurance policy. | To accept recommendation the Sole Trustee undertakes procurement of the Insurance Policy, payment of the policy to remain under the current arrangement |
| 12 | It is recommended that the Council reverts to its former arrangement of having a meeting as the sole trustee of the hall after each full council meeting. | To accept recommendation |
| 13 | It is recommended that the Council draws up terms of reference for the Village Hall Committee based upon the agreement recorded in the Village Hall Operating Committee meeting of 21/4/2005. | To accept recommendation |
| 14 | It is recommended that officers of the trust have a clear job description. | To accept recommendation |
| 15 | It is recommended that bookings policy, complaints and disputes are dealt with by the trustee. | To accept recommendation. Booking policy including pricing structure to be approved by the Sole Trustee |
| 16 | It is recommended that the Minutes of Village Hall Committee meetings are presented at each trustee meeting and that the Parish Council approves the annual budget for the Village Hall. | To accept recommendation |
| 17 | It is recommended that the trustee submits a VAT claim form to reclaim VAT on items that it has ordered for the Village Hall. | To accept recommendation |