



**Minutes of the meeting of the Trustee for Purton Institute and Village Hall Charity Reg. no 203202 held at Purton Village Hall, Station Road, Purton on Monday 26<sup>th</sup> November 2018.**

**Trustees present:** H. Hicks, N. Hooper, S. Matthews, V. McKerrow, S Relfe, R Thomas (Chair), E Seabrook, G Seabrook

**Officers present:**

Teresa Hartshorn, Secretary to the Charity, recording the minutes

Stefanie Halpin, Deputy Clerk - observing

**Members of the public present:** None present

**Meeting commenced at 2011hrs.**

Members were reminded of the following:

Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights.

All mobiles phones to be on silent or switched off during meetings and not to be used unless in an emergency.

**THE CHARITY’S OBJECTIVES:**

**Promote the moral, social and intellectual welfare and the rational recreation of the inhabitants and visitors to the parish of Purton and their friends in such a manner as the trustees for the time being should from time to time direct or sanction and secondly to be used (subject to the control and discretion of the trustees for the time being) by all political parties religious denominations and others for the purpose of religious, social, political and other meetings which properly could be held in place of the kind.**

**73/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:**

Cllrs G Greenaway, Cllrs: P Grigg, J A Hurwood, K. Law and E. Wilson

**Absent:**

S. Harflett,

**74/18 PUBLIC QUESTION TIME:**

**None present**

**75/18 DISPENSATION REQUESTS:**

**None requested.**

**76/18 DECLARATION OF INTERESTS:**

Members were reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room when the meeting discusses and votes on the matter.





None declared.

**77/18 FINANCE:**

- a) Purton Magazine Advertising 2019 – renewal £100

**Decision:**

It was **proposed** by Cllr Thomas **seconded** by Cllr Hicks and **CARRIED** the quotation received to renew advert for the sum of £100 in respect of Purton Village Hall is approved.

**Action:**

Secretary to inform FO of the decision of the meeting.

**78/18 MISCELLANEOUS:**

- a) Transfer of bookings – at the Clerk’s discretion working on the following criteria:

- Charity/community hire only
- Revised date set within the financial year

**Decision:**

It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** the decision to allow transfer of bookings at the discretion of the Clerk in respect of a Community/charity hire only and the revised date is scheduled within and no longer than 12 months from the original booking date is ratified.

- Resident’s letter – circulated

**Noted**

**Decision:**

**Members agreed to the resident’s request to transfer booking date.**

**Action:**

Secretary to inform the Clerk of the decision of the meeting.

- b) Stage curtain winder – non-operational c/fwd

PADS group has offered to repair the stage curtain winder/repair for the cost of materials only and install a modification to prevent tampering of the curtains and winder mechanism.

**Decision:**

It was **proposed** by Cllr Relfe **seconded** by Cllr Hicks and **CARRIED** that the offer from the PADS group to sort and rethread the stage curtain wire plus install a modification to the winder to prevent future tampering for the cost of materials only is gratefully accepted.

**Action:**

Secretary to inform those concerned of the decision of the meeting.

- c) Banner – revised wording circulated for approval

**Decision:**

It was **proposed** by Cllr Hicks **seconded** by Cllr Relfe and **CARRIED** the revised wording for the charity banner as presented to the meeting is approved.

**Action:**

Secretary to place the order.

- d) PADS: request permission to erect tower and stage extension on Sunday 6<sup>th</sup> January’19 between 10am and 2 pm

Members noted the H&S guidance detailed at the meeting in respect of the group concerned ensuring the works are carried out by a competent person as advised by the Deputy Clerk

**Decision:**





It was **proposed** by Cllr E Seabrook and **seconded** by Cllr Matthews and **CARRIED** permission is granted to the PADS group to erect a lighting tower and stage extension in the Village hall providing all H&S measures required are adhered to by the PADS group.

**Action:**

- Secretary to inform the PADS group of the decision of the meeting
  - Deputy Clerk to oversee the matter to ensure all is handled correctly in accordance with the current H&S legislation.
- e) Vastern Lodge – complaint received that there is insufficient lighting around the Institute and courtyard for hirers collecting and depositing keys during the hours of darkness.

**Decision:**

It was **proposed** by Cllr Thomas **seconded** by Cllr Hicks and **CARRIED** the matter of improving the lighting and extend the sweep of the existing light for the key boxes is investigated as discussed at the meeting.

**Action:**

Secretary to investigate options

**79/18 REVIEW OF THE CHARITIES c/fwd:**

The Secretary has spoken in person and written to the following regarding seeking advice and professional help to carry out a complete review of the charity and possible merger of the charities:

- Council's Solicitor
- Community First
- Willow Charity Consulting UK

Secretary updated the meeting in respect of the above.

Correspondence and quotation received from Willow Charity Consulting UK was circulated at the time of the meeting.

**Noted**

Discussion ensued.

**Decision:**

It was **proposed** by Cllr Hooper **seconded** by Cllr Relfe and **CARRIED** to proceed and carry out Step 1 as outlined in the quotation submitted by Willow Charity Consulting UK as detailed at the meeting.

**Action:**

Secretary to put plan into action as discussed.

**80/18. CHARITY COMMISSION:**

a) Updates – (copies with the Secretary):

- **Press Releases:**

Commission announces Class Inquiry into two connected charities

- **Transparency data:**
- **Guidance:**

Change charity financial year privacy notice

- **Decision:**

- **News story:**

Changes to how you update your charity details

- **Government response:**





Updated guidance to support trustee decision-making

- **Consultation outcome:**
- **Collection:**

All the above noted

**81/18. CIRCULARS** – (copies with the secretary)

a) Community First ‘Headlines - Autumn 2018

**Noted**

**ADDITIONAL ITEMS:**

**82/18 Dressing Rooms – damaged floor tiles**

Report from Deputy Clerk detailed at the meeting

**Noted**

Deputy Clerk guided the meeting through her report.

Members noted that the dampness causing the floor tiles to lift is from the old water heaters.

Discussion ensued. Asbestos in the tiles was mentioned as a concern.

**Decision:**

It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** the water heaters are replaced or repaired if possible ‘in house’. Once the damp is cured rubber mats to be purchased to cover the tiles as recommended.

**Action:**

- Secretary to arrange with Ground staff that the heaters are replaced or repaired.
- Deputy Clerk to action the rubber matting.

**83/18 PADS PANTO 2019** – Permission sought to use Dry Ice during performances.

Discussion ensued.

Members noted that Alarms and Electrical has confirmed ‘dry ice’ would not set off the smoke alarms

**Decision:**

It was **proposed** by Cllr Matthews **seconded** by Cllr Hicks and **CARRIED** permission is granted to PADS to use dry ice during panto performances.

**Action:**

Secretary to inform PADS of the decision of the meeting.

**84/18 Piano** – complaint received from local resident that the piano is in need of tuning.

Discussion ensued. Secretary confirmed no one had come forward with an offer to tune the piano free of charge.

Members were of the opinion that given the Charity’s current financial situation this matter is low priority.

**Decision:**

**NFA**

**85/18. NEWS FROM THE TRUSTEES:**

**No news from the Trustee disclosed from the meeting.**

**86/18. PRESS STATEMENT:**

**No press statement released from the meeting.**

There being no further business the meeting closed at 2035 hrs Signed.....Date.....

