



## PURTON INSTITUTE AND VILLAGE HALL CHARITY Reg. No 203202

Parish Councillors are summoned to attend a Meeting of the Trustees for Purton Institute and Village Hall Charity which will be held at the Village Hall, Station Road, Purton on **Monday 21<sup>st</sup> May 2018 at 7.00 p.m.**

Date: Wednesday 16<sup>th</sup> May 2018

Signed: Teresa Hartshorn  
Charities Secretary

### **TRUSTEE BODY:**

Councillors: G Greenaway, P Grigg, S. Harflett, H. Hicks, N. Hooper, J Hurwood, J A Hurwood, K. Law, S. Matthews, V. McKerrow, S Relfe , R Thomas (Chair), E. Wilson,

### **Mr Matt Rogers resigned from Council April 2018**

*Members are reminded that the 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.*

### **PUBLIC QUESTION TIME:**

*Members of the public are permitted to speak and ask questions during public question time. There is a limit of three minutes speaking time per person. Council is not required to give an immediate answer to a question or debate it at the meeting. Once Public Question Time is over and the Council/Committee has started the main meeting members of the public are welcome to remain for the duration of the meeting but may not participate further. There are occasions however when the public and press maybe excluded from a meeting due to the nature of the business to be discussed.*

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

## **AGENDA**

- 1. ELECTION OF VICE CHAIR TO THE CHARITIES** **Decision**
- 2. RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE?**
- 3. DISPENSATION REQUESTS?**  
Members to consider any requests received for dispensation and record reason and decision.
- 4. DECLARATION OF INTERESTS?**  
Members are 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.

**5. MINUTES for Approval:**

Minutes of the Purton Institute and Village Hall Trustee meeting held on 26/03/18 - attached

**Approval**

**6. MATTERS ARISING?**

- 24/18 e) Electrical Installation Condition Report – additional works c/fwd:  
Car parking lighting – quotation dated 15/12/17 accepted 31/01/18 - certificate in hand.
- 24/18 f) Purton and District Age Concern – letter dated 08/03/18 – attached
- 24/18 h) Water heater – dressing Room – replacement £70 - in hand
- 24/18 g) Wiltshire Village Halls Association – membership renewed

**Information  
Information  
Information  
Information**

**7. FINANCE:**

- a) Income and Expenditure Sheet dated 14/05/18 for period 01/03/18 to 30/04/18 – attached
- b) Bank Reconciliation as at 14/05/18 – attached
- c) Maintenance Monitoring 01/04/17 – 31/03/18 – attached
- d) Budgetary Control:
  - Memo from the FO dated 16/05/18 – attached
  - Budgetary Control Report for year end 31/03/18
- e) Institute - Structure of Building schedule of works (21/16 (c) c/fwd:
  - Council grant to carry out repairs – pending
- f) Replacement windows – Village Hall:
  - Listed Building Consent – in hand
- g) DBS Checks – update Cllr Grigg
- h) Hirer – refund? Note from hirer attached

**Approval  
Information  
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Information  
Decision**

**8. POLICE LIAISON - report**

Update from Cllr Law at time of meeting

**Information**

**9. REVIEW OF THE CHARITIES:**

Action Plan for the Charities review – Update from the Chair at time of meeting.

**Information**

**10. LITERATURE ON THE TABLE – for information – copy with the Secretary:**

- a) Wiltshire Village Halls Association – News Bulletin – April 2018
- b) Community First :
  - Circular dated 25/04/18 ‘Keep in touch with us’.
  - Opt –in - selected

**Copies with the Secretary**

**Information**

**11. CHARITY COMMISSION - UPDATES – for information – copies with the Secretary:**

**Press release:**



New charity investigation: Grangewood Educational Association

New Charity investigation: Croydon Tabernacle

Almost three quarters of insider frauds at charities enabled excessive trust and lack of challenge from others within the charity

Commission response to report on freedom of speech in universities

**Transparency data:**

Accounts monitoring: double default class inquiry 2016-17

Grenfell Tower fire: charitable funds raised and distributed

Joint committee on Human Rights: charity Commission evidence and response

**News story:**

Give safely to charities this Ramadan

Make sure your charity is ready for GDPR

New welcome pack for charity trustees - attached

**Detailed guide:**

The essential Trustee: what you need to know, what you need to do CC3

Charity trustee: what's involved CC3a

Finding new trustees CC30

Automatic disqualification rules for charity trustees and charity senior positions

Automatic disqualification rule changes: guidance for charities

**Case study:**

Case Studies of insider fraud in charities

**Research and Analysis:**

Focus on insider fraud in charities

**Copies with the Secretary**

**Information**

**12. NEWS FROM THE TRUSTEES?**

**Decision**

**13. PRESS STATEMENT?**

**Decision**