



**PURTON WAR MEMORIAL AND VILLAGE CENTRE CHARITY
Reg. No 305562**

Parish Councillors are summoned to attend a Meeting of the Trustee for Purton War Memorial and Village Centre Charity Reg No 305562 which will be held at the Village Hall, Station Road, Purton on **Monday 26th February 2018 commencing at 7p.m.**

Wednesday 21st February 2018

Signed: Teresa Hartshorn
Secretary

TRUSTEE BODY:

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

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.

AGENDA

1. RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:

2. DISPENSATION REQUESTS?

Members to consider any requests received for dispensation and record reason and decision.

3. 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.

4. MINUTES/REPORTS:

- a) Minutes of the Charity meeting held on 27th November'17- attached
- b) Minutes of the finance Meeting held on 22/01/18 – attached
- c) Minutes of the Charity meeting held on 29th January'18 – attached

Approval
Approval
Approval



5. MATTERS ARISING:

- 98/17d) Post replacement – outside kiosk – works complete **Information**
- 98/17 j) Red toilet seats and improved signage – works complete **Information**
- 102/17b) Goal end – ball defense fencing/fwd:
- E-mail from PFC – attached **Information**

6. FINANCE:

- a) Income and Expenditure Sheets for period 01/11/17 to 31/01/18 dated 15/02/18 – attached **Approval**
- b) Bank Reconciliation as at 31/01/18 – attached **Information**
- c) Second draft budget 2018/19:

Following the Finance meeting held on 22/1/2018 see attached –

1. A3 sheet with forecasts for 2017/18 and Second Draft Budget for 2018/19 (no changes from First Draft) **Approval**
2. A4 sheet with Forecast of Reserves (no changes from First Draft) **Approval**

- d) Hall hire charges 2018/19

Proposed Scale of Hall Hire Charges with comparison to current charges. Charges have been increased by 3.88%, after rounding, in line with November 2017 All Items RPI. **Approval**

- e) Maintenance Monitoring 01/04/17 to 31/01/18 – attached **Information**
- f) Licence fees 2018/19

The Second Draft Budget for 2018/19 (Rows 9 & 11-15) shows licences fees as assessed by the Valuation Office Agency in April 2017 increased by 3.88% in line with November 2017 All Items RPI. **Approval**

- g) Village Centre Annual Licences expire 31/03/18:

- Purton Football Club – renew 2018/19? **Decision**
- Purton Tennis Club – renew 2018/19? **Decision**
- Purton Bowls Club – renew 2018/19? **Decision**
- Scouts and Guides – renew 2018/19? **Decision**
- Kiosk – renew for 2018/19? **Decision**

- h) Village Centre Information Sign (28/11/16 KL) c/fwd

- Revised quotation – attached **Decision**
- Planning permission – response from Planning Department circulated prior to meeting Way forward? **Decision**

- i) Kiosk – separate thermostat/timer control – quotation in hand **Information**

- j) Bowls Pavilion - Instant water boiler c/fwd (RT, NH) - Update (RT,NH) **Decision**

- k) Land to the side of 1 The Hyde – tenancy expires 31/12/17 – new tenancy agreement returned signed.

- Cllrs Thomas and Wilson to sign counterpart at the meeting
- Letter dated 2nd January '18 from tenant – attached **Decision**

- l) Portable Appliance Testing to be carried out 28/02/18 **Information**

- m) Bowls pavilion external lighting - vandalised – engineer called to carry out repairs. **Information**

- n) Tennis Courts licensed to PTC – FO's response to enquiry from PTC's Chair - attached **Information**

- o) Blocked drains – resolved – members to ratify action taken and expenditure **Ratify**



PURTON PARISH COUNCIL

p) Two separate incidents of fallen trees/branches on the boundary landing in neighbouring gardens in Hyde Lane: Clerk authorized removal of debris from the gardens and trees to be made safe.

- E-mail from resident – attached **Information**

Members to ratify the action taken and expenditure of £210 (inclusive of VAT). **Ratify**

- Hedgerow is in need of attention – photos available at the meeting **Decision**

q) Millennium Hall – vandalized floodlight. Clerk authorized engineer to supply and install replacement. Members to ratify action taken and expenditure of £95.94 inclusive of VAT.

Ratify

r) Millennium Hall clock – missing. Replacement purchased and installed. Members to ratify action taken and expenditure

Ratify

s) Millennium Hall - New control/programmer. Cllr Harflett suggests wireless. Quotations in hand

Information

t) Fixed Wire Testing took place during late December’17 and early January’18 – reports to follow.

Information

u) Legal requirement - signage warning of Anti Climb Paint – members to ratify additional expense of £20 (inclusive of VAT)

Ratify

v) Bowls Green mower – maintenance required – e-mail dated 4/12/17 attached **Decision**

w) Match Officials shower Minute 98/17 m).c/fwd:

Unfortunately, there was no financial saving on the part as quoted at the last meeting therefore it was necessary for the contractor to source the part. Members to ratify the Chair’s decision to authorize the works as quoted and discussed at the last meeting.

Ratify

7. GENERAL MAINTENANCE REPORT:

Since the last meeting Council has employed a handyman who has responsibility for dealing with all minor maintenance issues that occur on Charity premises, as directed by the Clerk, therefore no further detailed reports are deemed necessary. Suggest this item is removed from future agendas?

Decision

8. HEALTH AND SAFETY:

a) Risk Assessment – draft attached

Approval

9. RED HOUSE CLUB c/fwd:

a) Dilapidation report as at December 2017 – attached

Decision

b) RHC – proposal to use outside space – WP (RT,EW,NH,PG) meeting with RHC Committee 19/02/18:

- 1. RHC Business plan – attached **Information**
- 2. WP report attached **Approval**
- 3. CC Guidance (PB2) – attached – Public Benefit **Information**
- 4. CC Guidance Charitable Status and Sport **Information**
- 5. CC Guidance Recreation ground charities : disposal of land and buildings **Information**

Information

Decision

c) Stewards flat:

The above is being used as a private business address which breaches Section (1.8), (5.10.2), and (5.20) of the current Lease Agreement c/fwd:

d) Charity’s E-mail to the Steward - attached.

Information

10. MILLENNIUM HALL:



- a) Dead mouse found at the bottom of loft stairs – Pest control investigated – no evidence of activity – no charge imposed.
- b) Faulty hand dryer – repair carried out.

11. PURTON FOOTBALL CLUB:

- a) Football pitch railings – update at time of meeting
- b) Changing rooms:
Deputy Clerk is in regular contact with PFC to ensure the premises are kept clean to an acceptable standard. **Information**

12. PURTON BOWLS CLUB:

- a) Proposed extension – Trustees response is under discussion – reply to follow. **Information**
- b) PBC Income and Expenditure 2016/17 – attached **Information**
- c) Bowls Pavilion – Wiltshire Clubs and Organizations Directory - notice attached **Decision**
- d) E-mail dated 5/01/18 from PBC – attached **Information**
 - Response from the Clerk re CCTV **Information**

13. TENNIS CLUB:

- a) The new Chairman of PTC is Mr Neil Saunders **Information**

14. POLICE LIAISON REPORT – update from Cllr Law **Information**

15. CENTRE GROUNDS:

- a) CCTV – fully installed and operational **Information**
- b) Broken and shabby signs to the left of the entrance off The Hyde entrance – replace/remove? **Decision**

16 CHARITIES REVIEW c/fwd:

- Update from the Chair **Information**

17. CHARITY COMMISSION NEWS:

- Issue 59 – available to download **Information**

18. LITERATURE ON THE TABLE:

- Wiltshire Community Foundation – funding updates February 2018 – **Information**

Copy with the Secretary.

19. CHARITY COMMISSION:

- b) Updates:

- **Press Releases:**

Charity sector comes together to co-ordinate future response to national critical incidents

Trustees removed and disqualified after failing to account for half of charitable expenditure or perform checks on overseas agents

New charity investigation: Cymmer Workmens Hall and Institute

Safeguarding is a key governance priority for all charities, regulator reminds trustees

Charity Commission discharges interim manager of Muslim Aid

Charity Commission opens statutory inquiry into Oxfam and sets out steps to improve safeguarding in the charity sector



Charity Commission issues official warning over governance failures
Charity Commission announces suite of steps on safeguarding
Charity Commission calls for information about Presidents Club Charitable Trust
Regulators seek views on amendments to the SORP
£1 million of charity funds returned after commission inquiry

- **News stories:**

Charity automatic disqualification rules: you can now apply for a waiver – circulated to each Trustee prior to meeting.

Charity property matters survey

Returning money to charities

Preferred Candidate Selected for Charity Commission Chair

Charity annual return deadline imminent

- **Detailed guide:**

Automatic disqualification rule changes: guidance for charities - circulated to each Trustee prior to meeting.

Automatic disqualification rules for charity trustees and charity senior positions - circulated to each Trustee prior to meeting.

- **Speech:**

William Shawcross's speech at the charity commission's Annual Public Meeting

- **Decision:**

Charity Inquiry: Peacetrail

Charity Inquiry: Islamic Trust (Maidenhead)

- **Corporate report:**

Tackling abuse and mismanagement: 2016-17

- **Policy paper:**

Charity Commission Regulatory and Risk Framework

MOU: Charity Commission and Solicitors Regulation Authority

- **Open Consultation:**

Charities that are connected with non –charitable organisations: maintaining your charity's separation and independence

- **Government response:**

Charity commission statement on Oxfam

Charity Commission statement on Motability

Copies with the Secretary.

20. NEWS FROM THE TRUSTEES?

21. PRESS STATEMENT?