



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

Minutes of the meeting of the Trustee for Purton War Memorial and Village Centre Charity Reg. No 305562 held at the Village Hall, Purton on Monday 26th November 2018.

Trustees present:

Councillors: H. Hicks, N. Hooper, S. Matthews, V. McKerrow, S Relfe, J Reid (co-opted 12/11/18), E Seabrook, G. Seabrook, R Thomas (Chair)

Officers present: Teresa Hartshorn recording the minutes

Meeting commenced at 1900 hrs.

Members were 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, and all mobile phones to be to on silent or switched off during meetings and not to be used unless in an emergency.

THE CHARITY'S OBJECTIVES:

To provide and assist in the provision for the inhabitants of the Parish of Purton and the neighbourhood thereof (the area of benefit) facilities for recreation and other leisure-time occupation in the interests of social welfare with the object of improving the conditions of life for the said inhabitants.

NB: J Hurwood resigned from Council

91/18. RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:

Apologies were received from: Cllrs G.Greenaway, P Grigg, K Law, E Wilson, J A Hurwood

Absent: S Harflett

92/18. DISPENSATION REQUESTS:

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

None requested

93/18. DECLARATION OF INTERESTS?

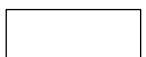
Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached.

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.

None declared

94/18 PUBLIC QUESTION TIME: One member of the public present.

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.

The Chair invited the member of the public present to address the meeting who put forward a proposal to erect a memorial stone at the Village Centre to commemorate the 75th anniversary of the end of the 2nd World War. The Charity is not expected to contribute financially, however a presence on the memorial project committee would be desirable.

Members agreed in principal to the project going ahead at the Centre and Cllrs Relfe and Reid volunteered to represent the Trustee at the Memorial Committee meetings and report back to the Trustees.

Member of the public left the meeting at 1905 hrs.

95/18 MINUTES/REPORTS:

- a) Minutes of the Charity meeting held on 24th September'18- circulated **Noted**

It was **proposed** by Cllr Relfe and **seconded** by Cllr G Seabrook and **CARRIED** the Minutes of the Charity meeting held on 24th September'18 are approved as an accurate record.

- b) Minutes of the Charity meeting held on 29th October'18 – circulated **Noted**

It was **proposed** by Cllr Relfe **seconded** by Cllr Hooper and **CARRIED** the Minutes of the Charity meeting held on 29th October'18 are approved as an accurate record.

96/18 MATTERS ARISING:

78/18 c Information sign. Aluminium text panels are tamper proof but can be removed with special Allen key which is supplied by the company. **Noted**

97/18 FINANCE:

- a) Income and Expenditure Sheets for period 01/09/18 to 31/10/18 circulated **Noted**

It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** the Income and Expenditure Sheets for period 01/09/18 to 31/10/18 as presented is approved.

- b) Bank Reconciliation as at 31/10/18 – circulated **Noted**

c) Annual Return 2017/18:

- Memo from FO – circulated **Noted**
- Statement of Financial Activities, Balance Sheet and supporting notes for year ending 31/03/18- circulated **Noted**

It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** the Statement of Financial Activities, Balance Sheet and supporting notes for year ending 31/03/18 as presented is approved.

- Trustee's Annual Report 2017/18 – circulated **Noted**

It was **proposed** by Cllr Thomas **seconded** by Cllr Relfe and **CARRIED** the Trustee's Annual Report 2017/18 as presented is approved.

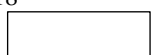
Cllr Thomas signed the annual Report 2017/18 in the presence of the meeting.

- Independent Examiner's Report – attached. **Noted**

d) Millennium Hall – cage storage c/fwd (PG): Various options to consider for additional storage should the play group move the Millennium Hall – detailed at the meeting

Cllr Grigg was not present at the meeting.

Decision:





It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** that Cllr Grigg looks at the options provides a specification for the next meting for consideration.

e) Tennis changing rooms – report of rising damp – survey carried out on 8/10/18. Recommendations attached. **Noted**

Decision:

It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** a CCTV survey is carried out at the tennis changing rooms as recommended by the surveyor.

f) Tree survey – completed – report to follow. **Noted**

g) Scout Group meeting to discuss change of hours c/fwd: Scout Group leader has responded – arrangements in hand. **Noted**

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

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

Decision:

It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** the Clerk’s decision to use her discretion in respect of transfer for bookings using the criteria:

1. Community/Charity hire only
2. New date set within the financial year

is ratified with an amendment to item 2 to read within 12 months/or financial year.

Action:

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

i) Kiosk – 2 interested parties – ongoing **Noted**
Discussion ensued.

j) Millennium Hall:

- Leaking window – Grounds staff carried out necessary repair – resolved **Noted**
- Exterior light investigation following fault reported. All appeared to be in good working order – invoiced £35 **Noted**

It was **proposed** by Cllr Thomas **seconded** by Cllr G Seabrook and **CARRIED** the action taken resulting in unauthorised expenditure of £35 is ratified

98/18 RED HOUSE CLUB:

a) Meeting with Committee representatives held on 5/11/18 – report circulated. **Noted**

- Management accounts – report attached refers **Noted**
- Dilapidations – Notice for repairs etc. c/fwd – progress - report circulated refers **Noted**

Members considered commissioning a surveyor to report on and review the works carried out by the Red House Club.

Discussion ensued.

Decision:

It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** the Surveyor is commissioned to carry out a follow up inspection of the Red House Club premises and report on the works carried out to date subject of the Notice of Repairs served. Survey to be arranged for the summer 2019.

Action:

Secretary to contact the surveyor for quotation.

- RHC request to use outside space – report refers:

Members noted written comment from Cllrs Law, Grigg and Hurwood regarding the Red House Club’s request to use outside space.





Discussion ensued.

The members present unanimously were against the Red House Club using the putting green area under licence for their business use. However, there was no objection to the suggestion put forward to offer for an additional rent under Licence/Lease some car park space at the front of the premises and use of the grass area opposite the Club entrance for business use providing the Club extends its current alcohol licence to cover consumption of alcohol outside the Club in those specific areas. One further stipulation would be that drinking vessels for use outside are plastic or paper.

Decision:

It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** the Red House Club is offered for an additional rent under Licence/Lease some car park space at the front of the premises and use of the grass area opposite the Club entrance for business use providing the Club extends its current alcohol licence to cover consumption of alcohol outside the Club in those specific areas. Red House Club to pay all legal and valuation fees. All drinking vessels for use outside are plastic or paper.

Action:

- Secretary to write to the Red House Club as discussed.
- Secretary to contact Council’s solicitors for quotation of costs

b) Local resident’s proposed new business venture using the Red House premises c/fwd

- Charity’s e-mail to resident concerned dated 31/10/18 – circulated **Noted**
- Resident’s response dated 3/11/18 – circulated **Noted**

Discussion ensued.

Decision:

Wait for written confirmation the new business venture proposed utilizing the premises leased to the Red House Club has the Club’s approval and backing.

- c) Memorial commemorating 75 year anniversary of the end of the 2nd World War – proposal from local resident – detailed during Public Question time.

Cllrs Relfe and Reid to join the Memorial Committee representing the Trustee.

99/18. PURTON FOOTBALL CLUB:

- a) Written request received to have access to kiosk for serving beverages only on Saturday match days whilst the kiosk is unoccupied

Members noted that when the PFC surrendered its Annual Licence to use the kiosk the Trust was informed the Club had an made arrangement with the Red House Club to provide hot and cold beverages on match days.

Decision:

It was **proposed** by Cllr Hooper and **seconded** by Cllr Relfe and **CARRIED** in view of the ongoing negotiations with new tenants the request from PFC is declined.

Action:

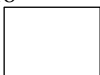
Reply to PFC accordingly.

100/18. CENTRE GROUNDS:

a) Boundary hedgerow/trees c/fwd – (RT,EW,NH) WP works carried out by the Community Payback Group c/fwd:

- Boundary dispute - complaint from neighbouring resident following works carried out by CPG.

The chair explained to the meeting the problem had arisen because the owners of one property backing on to the Centre had indented their boundary purposely to create a garden waste area. The area is not easily identified due to the amount of garden waste dumped.





- Defining the Charity boundary

Discussion ensued.

Decision:

It was **proposed** by Cllr Thomas **seconded** by Cllr E Seabrook and **CARRIED** quotation to install minimal fencing of the boundary i.e. post and wire.

Action:

Secretary to action decision of the meeting.

- b) Request from Purton Age Concern to use outside space i.e. car park and area outside main entrance to RHC for Christmas Carol event. Purton Age Concern will be applying for a TEN Licence to cover the event.

Decision:

Permission granted for Purton Age Concern to use outside space i.e. car park and area outside main entrance to RHC for Christmas Carol event.

101/18 CHARITIES REVIEW c/fwd:

Purton Institute and Village Hall agenda refers.

Noted

102/18 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

103/18 CIRCULARS – (copies with the secretary)

a) Community First ‘Headlines - Autumn 2018

All the above noted

104/18 NEWS FROM THE TRUSTEES:

No news from the Trustee

105/18 PRESS STATEMENT:

No press statement released from the meeting.

There being no further business the meeting closed at 2010hrs.

Signed.....Date.....

