



PURTON WAR MEMORIAL AND VILLAGE CENTRE CHARITY
Registered No 305562

Minutes of the meeting of the Trustee for Purton war memorial and Village Centre Chrity Reg, No 305562 held at the Village Hall, Purton on Monday 26th February 2018.

Trustees present:

Councillors: P Grigg, N. Hooper, S. Matthews, V. McKerrow, R Thomas (Chair), E Wilson

Officers present: Teresa Hartshorn recording the minutes

Members of the public present:

5 members of the public i.e. 2 members of the Red House Club and 3 members of Purton Bowls Club

Meeting commenced at 1900hrs.

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.

12/18. RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:

Apologies were received from: Cllrs G.Greenaway, H. Hicks, J A Hurwood, J Hurwood

Absent:

Cllrs S. Harflett, K. Law, M Rogers

13/18. DISPENSATION REQUESTS:

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

None requested.

14/18. 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.

It was moved and agreed that standing orders be suspended in order to take questions from the RHC and Purton Bowls Club representatives present.

15/18 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





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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.

A full and frank discussion took place between the Councillors present and the RHC representatives. Representatives from the RHC enquired if there was progress on their request to use outside space at the Centre (item 9b on the agenda refers).

The Secretary informed the meeting that research is ongoing into the legalities of granting exclusive use of the putting green area to the RHC for their business use as a beer garden and open space for the Club’s social events.

Members noted the community would have use of the picnic tables proposed for the outside space. The meeting was reminded the Charity is currently granting all the Centre clubs, including the RHC, a 25% reduction on hiring fee for use of the Centre outside spaces. Hires may apply to the Licensing Authority for a Temporary Event Notice.

All were in agreement further research and guidance from the Charity Commission is required to ensure the Trust is acting in the best interest of the Charity before any decision is made which may take the matter beyond the RHC timeframe of the Easter weekend.

The RHC representatives confirmed their Consumption Licence is yet to be granted.

Discussion concluded. RHC representatives left the meeting.

The meeting moved to item 12 on the agenda.

Purton Bowls Club representatives present were disappointed that the Trustees rejected their request to extend the pavilion into the courtyard. The Chair explained that the courtyard is not under licence to the PBC and other users would be compromised if the pavilion was extended into the space. It was agreed the Trustees would meet with the PBC to discuss options. A date and time to be confirmed.

The Chair thanked the representatives present for providing the PBC Income and Expenditure 2016/17 account.

PBC representatives queried why the Portable Appliance Testing had not been completed.

Secretary to direct this question to the Deputy Clerk who will respond in due course.

CCTV in operation was discussed and the meeting agreed to PBC’s request.

Kitchen water boiler. The Chair commented that the Trust had investigated the cost of the water boiler and dismissed it on the grounds of cost as to install would require a further expense for the Trust upgrading the electrics in the building. It was felt the urn currently provided is sufficient for hirers needs.

It was agreed further discussion was needed which would take place at the meeting about the proposed pavilion extension - time and date to be confirmed.

Discussions concluded. The PBC representatives left the meeting.

The meeting went back in to session.

16/18. MINUTES/REPORTS:

- a) Minutes of the Charity meeting held on 27th November’17- circulated **Noted**

It was proposed by Cllr Matthews seconded by Cllr Grigg and CARRIED the Minutes of the Charity meeting held on 27 th November’17 are approved as an accurate record.
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- b) Minutes of the Finance Meeting held on 22/01/18 the Minutes of the Finance Meeting held on 22/01/18 are approved as an accurate record. **Noted**





It was **proposed** by Cllr Wilson **seconded** by Cllr Matthews and **CARRIED** the Minutes of the Finance Meeting held on 22/01/18 are approved as an accurate record

c) Minutes of the Charity meeting held on 29th January'18 – circulated **Noted**

It was **proposed** by Cllr Wilson **seconded** by Cllr McKerrow and **CARRIED** the Minutes of the Charity meeting held on 29th January'18

17/18. MATTERS ARISING:

98/17d) Post replacement – outside kiosk – works complete **Noted**

98/17 j) Red toilet seats and improved signage – works complete **Noted**

102/17b) Goal end – ball defense fencing/fwd:

- E-mail from PFC – attached **Noted**

18/18. FINANCE:

a) Income and Expenditure Sheets for period 01/11/17 to 31/01/18 dated 15/02/18 – attached

It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** the Income and Expenditure Sheets for period 01/11/17 to 31/01/18 dated 15/02/18 as presented is approved

b) Bank Reconciliation as at 31/01/18 – circulated **Noted**

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) **Noted**

It was **proposed** by Cllr Thomas **seconded** by Cllr Wilson and **CARRIED** the Second Draft Budget for 2018/19 as presented is approved.

2. A4 sheet with Forecast of Reserves (no changes from First Draft) **Noted**

It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** the Forecast of Reserves is approved.

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. **Noted**

It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** the Proposed Scale of Hall Hire Charges as presented is approved.

e) Maintenance Monitoring 01/04/17 to 31/01/18 – circulated **Noted**

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. **Noted**

It was **proposed** by Cllr Thomas **seconded** by Cllr Wilson and **CARRIED** The Second Draft Budget for 2018/19 (Rows 9 & 11-15) as presented is approved.

g) Village Centre Annual Licences. Members noted the annual licences for the following expire 31/03/18:

- Purton Football Club
- Purton Tennis Club
- Purton Bowls Club
- Scouts and Guides
- Kiosk (later expiry date) **Noted**





Decision:

It was proposed by Cllr Thomas seconded by Cllr Hooper and **CARRIED** all the above mentioned are offered a new annual licence for the period 2018/19.

Action:

Secretary to prepare and despatch the new 2018/19 Annual Licences as discussed.

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

Members noted the revised quotation is within budget.

- Planning permission – response from Planning Department circulated prior to meeting

Members noted the Planning Department’s requirements and a discussion ensued in respect of the best way forward.

Decision:

It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** the Trust enlists professional assistance in respect of the planning issues.

Action:

Cllr Grigg approaches his contact as discussed.

Secretary to report on progress at the next meeting.

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

Decision:

The meeting agreed to defer this matter indefinitely and remove item from the agenda.

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

Decision:

As discussed during Public Question Time. Meeting with PBC to be arranged. Cllrs Thomas, Hooper and Grigg tasked to attend on behalf of the Trust.

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

Members noted Cllrs Thomas and Wilson will sign counterpart on behalf of the Trust.

- Letter dated 2nd January '18 from tenant – circulated **Noted**

A general discussion ensued considering each point raised in the letter.

Decision:

Secretary to respond accordingly as discussed.

- l) Portable Appliance Testing to be carried out 28/02/18 **Noted**
- m) Bowls pavilion external lighting - vandalised – engineer called to carry out repairs. **Noted**
- n) Tennis Courts licensed to PTC – FO’s response to enquiry from PTC’s Chair - attached **Noted**
- o) Blocked drains – resolved – members to ratify action taken and expenditure

Decision:

It was **proposed** by Cllr Thomas **seconded** by Cllr Wilson and **CARRIED** the action taken and unbudgeted expense incurred due to the blocked drains is ratified.

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

- E-mail from resident – circulated **Noted**

Members noted the action taken and unbudgeted expenditure of £210 (inclusive of VAT) incurred.

Decision:

It was proposed by Cllr Thomas seconded by Cllr Hooper and **CARRIED** the action taken and the unbudgeted expenditure of £210 +VAT incurred in regard to the fallen trees is ratified.





- Boundary hedgerow is in need of attention. Members viewed photos at the meeting

Decision:

Cllrs Wilson, Thomas and Hooper to inspect the area and prepare recommendations for consideration at the next meeting.

Action:

WP (EW,RT,NH) to meet and inspect the area of hedgerow and prepare recommendations for consideration at the next meeting.

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

Decision:

It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** that the action taken and unbudgeted expenditure of £95.45 +VAT incurred due to vandalized floodlight is ratified.

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

It was **proposed** by Cllr Thomas and **seconded** by Cllr Wilson and **CARRIED** that the action taken and the unbudgeted expenditure incurred replacing the clock in the Millennium Hall is ratified.

s) Millennium Hall - new control/programmer. Members noted Cllr Harflett is suggesting a wireless system. Quotations in hand

Decision:

Due to the current financial strains on the Charity it was decided to defer this item indefinitely.

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

Noted

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

Decision:

It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** the unbudgeted expense incurred providing warning signage i.e. £20+VAT is ratified.

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

Decision:

It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** the maintenance required for the bowls green mower as specified in the e-mail dated 4/12/17 can go ahead and the expenditure is approved.

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

Members noted that 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. In view of this the Chair authorized the works as quoted and discussed at the last meeting.

Decision:

It was **proposed** by Cllr Thomas **seconded** by Cllr Wilson and **CARRIED** the action taken to authorize the works as quoted is ratified.

18/18. 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.

Decision:

It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** due to current circumstances the maintenance reports are no longer required at meetings and the item should be removed from future agendas.





19/18. HEALTH AND SAFETY:

a) Risk Assessment – draft circulated for approval. **Noted**

Decision:

It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** the Risk Assessment draft as presented is approved

Action:

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

20/18. RED HOUSE CLUB c/fwd:

This item was discussed during Public Question Time – see minute 15/18

- a) Dilapidation report as at December 2017 – **Noted**
- b) RHC – proposal to use outside space – WP (RT,EW,NH,PG) meeting with RHC Committee 19/02/18:
 - 1. RHC Business plan – circulated **Noted**
 - 2. WP report - circulated **Noted and approved**
 - 3. CC Guidance (PB2) – circulated – Public Benefit **Noted**
 - 4. CC Guidance Charitable Status and Sport **Noted**
 - 5. CC Guidance Recreation ground charities : disposal of land and buildings **Noted**
- 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:

Members noted that the billing address is now changed. **NFA**
- d) Charity’s E-mail to the Steward - circulated **Noted**

21/18. MILLENNIUM HALL:

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

22/18. PURTON FOOTBALL CLUB:

- a) Football pitch railings – no update. **Noted**
- b) Changing rooms:

Deputy Clerk is in regular contact with PFC to ensure the premises are kept clean to an acceptable standard. **Noted**

23/18. PURTON BOWLS CLUB:

- a) Proposed extension – Trustees response is under discussion – reply to follow. **Noted**
- Items a, b, & d were discussed during Public Question Time – see minute 15/18
- b) PBC Income and Expenditure 2016/17 – circulated **Noted**
- c) Bowls Pavilion – Wiltshire Clubs and Organizations Directory - notice circulated **Noted**

Decision:

Forward notice to PBC for their attention.

- d) E-mail dated 5/01/18 from PBC – circulated **Noted**
 - Response from the Clerk re CCTV **Noted**

24/18. TENNIS CLUB:

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



25/18. POLICE LIAISON REPORT:

Members noted Cllr Law’s e-mail dated 26/02/18

26/18. CENTRE GROUNDS:

a) CCTV – fully installed and operational **Noted**

b) Broken and shabby signs to the left of the entrance off The Hyde entrance. Discussion ensued. –

Decision:

It was proposed by Cllr Thomas seconded by Cllr Hooper and CARRIED to remove the information sign and replace the Ramp warning sign.

Action:

Secretary to source quotation for new ramp sign
Grounds staff to remove redundant information sign.

27/18 CHARITIES REVIEW c/fwd:

No further information offered by the Chair.

28/18. CHARITY COMMISSION NEWS:

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

29/18. LITERATURE ON THE TABLE:

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

Copy with the Secretary.

30/18. 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

All the above noted

31/18. NEWS FROM THE TRUSTEES:

No items reported from the members

32/18. PRESS STATEMENT:

No press statement released from the meeting.

ADDITIONAL ITEM:

33/18 DISCLOSURE STATEMENT

Discussion ensued.

Members noted that it may not be a requirement for Parish Councillors, however, Charity Commission guidance is that it is advisable for Trustees.

Decision:

It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** the matter of Disclosure Statements for individual Trustees is investigated and costed out. Confirmation needed as to whether Disclosure Statements are transferable from an individual’s employer or voluntary body.

Action:

Secretary to update the Trustee at the next meeting.

There being no further business the meeting closed at 2110hrs.

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

