



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 29th October 2018.

Trustees present: H. Hicks, N. Hooper, J A Hurwood, S. Matthews, S Relfe, R Thomas (Chair) E. Wilson, E Seabrook (Co-opted September'18), G Seabrook (Co-opted September'18)

Cllr J Hurwood resigned from Council September 2018

Noted

Officers present:

Teresa Hartshorn, Secretary to the Charity, recording the minutes

Members of the public present: None present

Meeting commenced at 1900hrs.

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.

59/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:

Cllrs G Greenaway, Cllrs: P Grigg, V. McKerrow, and K. Law

Absent:

S. Harflett,

60/18 PUBLIC QUESTION TIME:

None present

61/18 DISPENSATION REQUESTS:

None requested.

62/18 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.

63/18 MINUTES:

Minutes of the Purton Institute and Village Hall Charity Trustee meeting held on 30/07/18 - circulated

It was **proposed** by Cllr Hicks **seconded** by Cllr Relfe and **CARRIED** the minutes of 30th July 2018 is approved as an accurate record.

64/18 MATTERS ARISING:

50/18 h) Storm guard for Council Office door entrance purchased and installed **Noted**

65/18 FINANCE:

a) Income and Expenditure Sheet dated 22/10/18 for period 01/07/18 to 30/09/18 – circulated **Noted**

It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** the Income and Expenditure Sheet dated 22/10/18 for period 01/07/18 to 30/09/18 as presented is approved.

b) Bank Reconciliation as at 30/09/18 – circulated **Noted**

c) Maintenance Monitoring for 6 months April 2018 to 30th September 2018 – circulated **Noted**

d) Annual Return 2017/18 – Memo from the FO dated 22/10/18 – circulated **Noted**

1. Statement of Financial Activities for Year End 31/03/18 – circulated **Noted**

It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** the Statement of Financial Activities for Year End 31/03/18 is approved.

2. Trustees Annual Report 2017/18 – circulated **Noted**

It was **proposed** by Cllr Thomas **seconded** by Cllr Relfe and **CARRIED** the Trustees Annual Report 2017/18 is approved.

3. Independent Examiner’s Report – circulated **Noted**

The Annual Return 2017/18 was signed by two Councillors in the presence of the meeting.

e) Institute - Structure of Building schedule of works (21/16 (c) c/fwd:

- Council grant to carry out repairs – pending **Noted**

f) Replacement windows – Village Hall c/fwd:

- E-mail dated 12/08/18 from the architectural designer – circulated **Noted**
- Quotation dated 19/09/18 re the above item – circulated **Noted**

Decision:

It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** to accept the quotation presented to the meeting dated 19/09/18 submitted by Architectural Designer.

g) DBS Checks – Clerk has this matter in hand - ongoing **Noted**

h) Village hall – decorating project (JAH) c/fwd:

- Redecorating the interior of the village hall – INTEL proposal/application prepared by Cllr Hurwood -circulated. **Noted**

Discussion ensued.

Decision:

It was **proposed** by Cllr Thomas **seconded** by Cllr G Seabrook and **CARRIED** the proposal put forward by Cllr Hurwood is accepted and approved.

Action:

Cllr Hurwood to submit application as presented to the meeting to INTEL.

i) Nappy bin:





Although the nappy bin is emptied weekly it does pong and unfortunately the smell permeates through to the foyer and beyond!

- E-mail dated 15/10/18 from Clerk – circulated **Noted**

Discussion ensued.

Decision:

The meeting agreed the current contract is not altered. **NFA**

j) Fixed wire certificates and ancillary works completed – all has passed satisfactorily. **Noted**

- Advisory e-mail dated 15/08/18 from Deputy Clerk **Noted**

Decision:

It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** the wrong size cable going to the fuse box is changed when the new contractor British Gas takes over.

k) Stage curtain winder – non-operational. Grounds staff conclude item needs a professional repair – quotation attached **Noted**

Discussion ensued. Members acknowledged the urgency in repairing the stage curtain winder mechanism in time for the imminent PADS panto to be staged at the hall.

Decision:

It was **proposed** by Cllr Hooper **seconded** by Cllr Thomas and **CARRIED** to accept quotation presented to the meeting providing a cheaper option or alternative solution is found following further investigation.

Action:

Cllr Hooper contact Wyvern Theatre

l) Give as you Live – 5 supporters – total raised £4.45 **Noted**

m) Flooding/Drainage issues – e-mail dated 12/10/18 from Deputy Clerk – circulated **Noted**

- E-mail dated 15/10/18 from the Secretary in response - circulated **Noted**

Decision:

Due to the Charity’s current financial state members agreed to continue monitoring the situation.

n) Dressing rooms – tubular heaters – do not have an electrical supply and thermostat – very old! **Noted**

Discussion ensued.

Decision:

It was **proposed** by Cllr G Seabrook **seconded** by Cllr E Seabrook and **CARRIED** oil filled radiators to be considered as a replacement option for the dressing rooms.

Action:

Secretary to look at the costs of installing two oil filled radiators in the dressing rooms as discussed. Matter for consideration at the next meeting.

o) Exterior light might need to be replaced as bulbs are now discontinued **Noted**

p) Annual Service of gas appliances – works completed – certificate circulated **Noted**

- Kitchen water heater flue over boundary – comments refer **Noted**

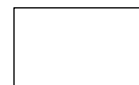
Decision:

No further action.

66/18 MISCELLANEOUS:

a) Banner request – detail of wording and size circulated **Noted**

Decision:





It was **proposed** by Cllr Thomas **seconded** by Cllr E Seabrook and **CARRIED** wording and costs for the banner is accepted.

Action:

Secretary to place the order for the new banner.

b) Badminton Court – hire agreement and booking form – circulated

Noted

Members made amendments noted by the Secretary.

Decision:

It was proposed by Cllr Thomas seconded by Cllr Hooper and **CARRIED** Badminton Court hire agreement and booking form approved with amendment as discussed.

Action:

Deputy Clerk to amend the documents as discussed.

c) PC request for a locked cupboard in kitchen – e-mail dated 3/09/18 from the Clerk – circulated

Noted

Decision:

It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** permission granted to Parish Council to lock its allocated cupboard in the kitchen at the Village hall.

Action:

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

ADDITIONAL ITEM:

d) Toddler Group banner – copy of e-mail dated 4/10/18 circulated at the meeting refers. Members noted written comment from the Clerk.

Discussion ensued.

Decision:

It was **proposed** by Cllr Thomas **seconded** by Cllr Wilson and **CARRIED** permission is granted to the Toddler Group to display its advertising banner on the Institute railings for an extended period not to exceed 7 consecutive days.

67/18 POLICE LIAISON - report

Written update/comment from Cllr Law was read out at the meeting.at time of meeting

Noted

Members raised no objection.

Decision:

NFA - Council to decide.

68/18 ANTI SOCIAL BEHAVIOUR:

Council is to consider installing CCTV during budget discussions.

Noted

69/18 REVIEW OF THE CHARITIES c/fwd:

a) Action Plan for the Charities review –

Members noted Cllr Grigg’s written comment.

A full and frank discussion ensued considering the way forward in respect of the Action Plan for the Charity.

Members were of the opinion no one present had the knowledge or expertise to carry out the required comprehensive review of the Charity therefore outside expert help is required.





Decision:

It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** the following:
Obtain a proper costing, for a professional review of the charity to include an in-depth written report with recommendations. Request PC to fund the cost of commissioning a professional review of the charity.

Action:

Secretary to approach professional bodies.

1. Fundraising:

- ‘Whalebone’ is booked to perform on Saturday 11th May 2019 **Noted**
- E-mail dated 6/08/18 with questions from Whalebone – circulated **Noted**

Members discussed various aspects of the pending event and how it would be managed.

Decision:

Secretary to respond to Whalebone’s questions on behalf of the Trustee.

2. Wiltshire Community Foundation Funding Conference attended by Deputy Clerk and Cllr Hurwood – course notes to follow:

- Report prepared by Cllr Hurwood – circulated **Noted**
- Exercise entitled ‘Understanding your stakeholder/donors’ - circulated **Noted**

70/18 CHARITY COMMISSION - UPDATES – for information – copies with the Secretary:

Press release:

Charity Commission report shows almost 40% of small charities are providing inaccurate financial information.

Charity regulator appoints interim manager to Fazal Ellahi Charitable Trust

New charity Inquiry: The Dorset Attention Deficit/Hyperactivity Disorder support Group

Transparency data:

Charity Commission spend over £25,000 (2018-2019)

Accounts monitoring review: assessing the standard of charity financial information

All the above noted

71/18 NEWS FROM THE TRUSTEES:

No newsworthy items disclosed at the time of the meeting.

72/18 PRESS STATEMENT:

No press statement released from the meeting.

There being no further business the meeting concluded at 2015 hrs.

Signed.....Dated.....

