



**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 26<sup>th</sup> March 2018 at 7.00 p.m.**

Date: Wednesday 21<sup>st</sup> March 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, M Rogers, R Thomas (Chair), E. Wilson, S Relfe (co-opted 12/03/18)

*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. 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 for Approval:**

Minutes of the Purton Institute and Village Hall Trustee meeting held on 29/01/18 - attached

**Approval**

**5. MATTERS ARISING?**

**6. FINANCE:**

- a) Income and Expenditure Sheet dated 22/01/18 for period 01/01/18 to 28/02/18 – attached **Approval**
- b) Bank Reconciliation as at 28/02/18 – attached **Information**
- c) Flat roof replacement c/fwd (RT) – works complete **Information**
- d) Institute - Structure of Building schedule of works (21/16 (c) c/fwd:
  - Council grant to carry out repairs – update from the Chair at time of meeting **Information**
  - Way forward **Decision**
- e) Electrical Installation Condition Report – additional works c/fwd:
  - Car parking lighting – quotation dated 15/12/17 accepted 31/01/18 - chase sent **Information**
- f) Purton and District Age Concern – letter dated 08/03/18 – attached
  - Report from Clerk to the Council dated 13/03/18 – attached **Decision**
  - Members to refer to item 7a below **Decision**
- g) Wiltshire Village Halls Association – membership renewal – detail attached **Decision**
- h) Water heater – dressing Room – replacement £70 **Decision**
- i) Replacement windows – Village Hall - grant – detail at the meeting **Decision**
- j) Library Lease – update from the Chair (NB: Exclusion of public and press) **Information**
- k) DBS Checks – guidance – attached **Information**
- l) Hall hire – cancellation/refund – detail attached **Decision**

**7. HEALTH AND SAFETY:**

- a) Car park – adverse weather conditions – policy.
  - Guidance from Council’s insurers is that the car park and pedestrian walk ways are closed if it cannot be cleared and gritted – detailed guidance attached. **Information**
  - Car park – barriers? **Decision**
  - H&S Executive – Icy conditions and winter weather guidance - attached **Decision**
- b) Fixed Wire Testing – response from engineer – attached **Information**
- c) Portable Appliance Testing – works complete **Information**

**8. REVIEW OF THE CHARITIES:**

Action Plan for the Charities review – attached

**Approval**

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

- a) Wiltshire Village Halls Association – News Bulletin – February 2018
  - b) Charity clarity – March’18 newsletter
  - c) Timber wise – February newsletter
- Copies with the Secretary

**10. CHARITY COMMISSION :**

- News issue 59 available for download



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

**Press release:**

New charity investigation: Kenya Community support Network

Safeguarding Summit: statements by the International Development Secretary and DFID's Permanent Secretary

New charity investigation: The great Generation

UK charities commit to strengthening safeguarding culture and capability

New charity investigation: The Great Generation

Charity removed and trustees disqualified following terrorism investigation

New charity investigation: Lantern of Knowledge Educational Trust

Charity Commission confirms statutory inquiry following convictions for 'horrendous' terrorist abuse

Over £2 million paid to charity rebuilt by Commission inquiry

Less than a quarter of charity auditors complied with new reporting rules, according to review

**Decision:**

Charity case report: The Friends of Blencathra Ltd

Charity inquiry: Anatolia People's Cultural Centre

**Transparency data:**

Invoices over £25k during financial year 2016-2017

Grenfell Tower fire: charitable funds raised and distributed

Joint Committee on Human Rights: charity commission evidence

Accounts monitoring: concerns highlighted by auditors in their audit reports 2017

Accounts monitoring: Reporting of matters of material significance by auditors

**News story:**

Grenfell Tower fire response: what charitable grants are available

Charity Commission online maintenance

Charity Commission online forms maintenance

Secretary of State Appoints Charity Commission Chair

Alert for charities – use the regulated financial sector

**Detailed guide:**

Charities: how to protect children and adults at risk

Protect your charity from fraud

**Speech:**

Penny Mordaunt's speech at Safeguarding Summit

**Collection:**

Charity Commission alerts, decisions, reports and statements

**12. NEWS FROM THE TRUSTEES?**

**Decision**

**13. PRESS STATEMENT?**

**Decision**