



**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 21<sup>st</sup> May 2018.**

**Trustees present:** Cllrs: P Grigg, H. Hicks, N. Hooper, J A Hurwood (late), S. Matthews, V. McKerrow, S Relfe, R Thomas (Chair)

**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.

**30/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:**

Cllrs G Greenaway, J Hurwood, and K. Law

**Absent:**

S. Harflett, E. Wilson

**31/18 PUBLIC QUESTION TIME:**

**None present**

**32/18 ELECTION OF VICE CHAIR TO THE CHARITIES:**

Members noted Cllr Law had written to the Secretary nominated Cllr Grigg for the position of Vice Chair to the charities.

**Cllr Grigg declined.**

**Cllr McKerrow nominated Cllr Hooper.**

**Cllr Hooper accepted.**

**Decision:**

It was **proposed** by Cllr Mckerrow **seconded** by Cllr Hicks and **CARRIED** Cllr Hooper is duly elected to the post of Vice Chair to the Charities.

**Action:**

Secretary to inform Clerk to the Council.

**33/18 DISPENSATION REQUESTS:**

**None requested.**

**34/18 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.**

**35/18 MINUTES:**

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

It was **proposed** by Cllr Relfe **seconded** by Cllr Hicks and **CARRIED** the minutes of 26<sup>th</sup> March 2018 is approved as an accurate record.

**36/18 MATTERS ARISING:**

- 24/18 e) Electrical Installation Condition Report – additional works c/fwd:  
Car parking lighting – quotation dated 15/12/17 accepted 31/01/18 - certificate in hand. **Noted**
- 24/18 f) Purton and District Age Concern – letter dated 08/03/18 – attached **Noted**
- 24/18 h) Water heater – dressing Room – replacement £70 - in hand **Noted**
- 24/18 g) Wiltshire Village Halls Association – membership renewed **Noted**

**Cllr JA Hurwood joined the meeting**

**37/18 FINANCE:**

- a) Income and Expenditure Sheet dated 14/05/18 for period 01/03/18 to 30/04/18 – circulated

**Decision:**

It was **proposed** by Cllr Thomas **seconded** by Cllr Hooper and **CARRIED** the Income and Expenditure Sheet dated 14/05/18 for period 01/03/18 to 30/04/18 is approved

**Action:**

- Secretary to query entry for Cannon Hygiene with FO.
- b) Bank Reconciliation as at 14/05/18 – circulated **Noted**
- c) Maintenance Monitoring 01/04/17 – 31/03/18 – circulated **Noted**
- d) Budgetary Control:
  - Memo from the FO dated 16/05/18 – circulated
  - Budgetary Control Report for year end 31/03/18 **Noted**
- 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:
  - Listed Building Consent – in hand **Noted**
- g) DBS Checks – (PG)

Cllr Grigg updated the meeting and noted the cost implication is £10 per person

**Decision:**

**Cllr Grigg to take the matter forward with Clerk and Deputy Clerk**

- h) Hirer – hall booking refund. Note from hirer circulated **Noted**

Discussion ensued.

Members noted that an ‘out of hours’ emergency number is attached to the keys. Cllr Thomas confirmed no call was received on the emergency number.

An urn is available for use as a backup for the Instant water boiler. **Noted**

**Decision:**

**No refund on this occasion for reasons as discussed.**





**38/18 POLICE LIAISON - report (KL)**

Members noted written comment from Cllr Law at time of meeting.

**Noted NFA**

**39/18 REVIEW OF THE CHARITIES:**

Action Plan for the Charities review

Cllr Thomas gave a brief breakdown of the financial state of the charity and the obvious need to increase the revenue.

Members acknowledged that the hall has strong competition in the village from the local schools and Silver Threads Hall.

Discussion ensued.

Members put forward ideas for better utilization of the facility and areas to target.

The meeting digressed and the discussion moved to the Millennium Hall.

Members were reminded that the charities for which the PC is the Trustee are separate entities and financially independent from each other.

Discussion was brought back to the village hall.

Secretary confirmed there is no concessionary rate for residents.

**Decision:**

**All Trustees to put in writing to the Secretary their ideas to increase the Charity’s revenue in readiness for discussion at the next meeting.**

**Action:**

Secretary to research price of banner – ‘Hire Purton Village Hall - enquiries 01793 772646’

**40/18 LITERATURE ON THE TABLE** – for information – copy with the Secretary:

- a) Wiltshire Village Halls Association – News Bulletin – April 2018
- b) Community First :
  - Circular dated 25/04/18 ‘Keep in touch with us’.
  - Opt –in - selected

**Copies with the Secretary**

**Noted**

**41/18 CHARITY COMMISSION - UPDATES** – for information – copies with the Secretary:

**Press release:**

New charity investigation: Grangewood Educational Association

New Charity investigation: Croydon Tabernacle

Almost three quarters of insider frauds at charities enabled excessive trust and lack of challenge from others within the charity

Commission response to report on freedom of speech in universities

**Transparency data:**

Accounts monitoring: double default class inquiry 2016-17

Grenfell Tower fire: charitable funds raised and distributed

Joint committee on Human Rights: charity Commission evidence and response

**News story:**

Give safely to charities this Ramadan

Make sure your charity is ready for GDPR





New welcome pack for charity trustees - attached

**Detailed guide:**

The essential Trustee: what you need to know, what you need to do CC3

Charity trustee: what's involved CC3a

Finding new trustees CC30

Automatic disqualification rules for charity trustees and charity senior positions

Automatic disqualification rule changes: guidance for charities

**Case study:**

Case Studies of insider fraud in charities

**Research and Analysis:**

Focus on insider fraud in charities

**Copies with the Secretary**

**All the above noted**

**42/18 NEWS FROM THE TRUSTEES:**

**No news from the Trustees**

**43/18 PRESS STATEMENT:**

**No press statement released from the meeting.**

**There being no further business the meeting closed at 1950hrs.**

**Signed..... Date.....**

