



**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 30<sup>th</sup> July 2018 at 7.00 p.m.**

Date: Wednesday 25<sup>th</sup> July 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, S Relfe , R Thomas (Chair), E. Wilson,

*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.*

**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.**

**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 21/05/18 - attached **Approval**

**5. MATTERS ARISING:**

37/18a) Cannon Hygiene – explanation from FO see item 6i. **Information**

**6. FINANCE:**

- a) Income and Expenditure Sheet dated 23/07/18 for period 01/05/18 to 30/06/18 – attached **Approval**
- b) Bank Reconciliation as at 23/07/18 – attached **Information**
- c) Institute - Structure of Building schedule of works (21/16 (c) c/fwd:
  - Council grant to carry out repairs – pending **Information**
- d) Replacement windows – Village Hall:
  - Following discussions with Council’s architect - Members to consider PVC replacement windows/panels and cladding. **Discussion/Decision**
  - Big Lottery Fund – response – attached **Information**
- e) DBS Checks – update Cllr Grigg **Information**
- f) Village hall – decorating – proposal from Cllr JA Hurwood – detail at the meeting **Decision**
- g) Floor Machine – temporary repair carried out spare parts no longer available. Cost to replace £649.99 FO has detail to include in the for 2019/20 budget. **Information**
- h) Storm guard for Council Office door entrance – detail at the meeting **Decision**
- i) Cannon Hygiene c/fwd breakdown from FO attached **Information**
  - Separate meter for Council Offices – detail attached **Decision**
- j) Electricity contract – e-mail dated 23/07/18 from FO – attached **Decision**
- k) Fixed wire certificates and ancillary works to be completed. Deputy Clerk is in regular contact with the contractor to establish a firm date for completion. **Information**

**7. POLICE LIAISON - report**

Update from Cllr Law at time of meeting **Information**

**8. ANTI SOCIAL BEHAVIOUR:**

During June’18 a hirer of the hall reported that youths had gathered at the rear of the village hall engaging in antisocial behavior.

Council is reviewing the need to install CCTV next year. Police have been notified. **Information**

**9. TRAINING:**

- The Effective Trustee – course notes – attached **Information**



- 11 Key Steps for Trustees 1 Giant Leap for your Charity – Month to Month Guide – one copy with the Secretary **Information**
- 11 Key Steps for Trustees, 1 Giant Leap for Your Charity – checklist – attached **Information**

#### **10. REVIEW OF THE CHARITIES c/fwd:**

- a) Action Plan for the Charities review – Update from the Chair at time of meeting. **Information**
- b) Fundraising ideas other than those raised by members at the last meeting:
  - ‘Whalebone’ performing at your venue – detail attached
  - Car washing event - detail attached
  - Banner advertising VH for hire with Telephone number approx. £40 **Decision**

#### **11. CHARITY COMMISSION:**

- Changes to updating your charity’s details - guidance attached **Information**

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

##### **Press release:**

Charities SORP-making body expanded to promote high quality financial reporting across UK and Ireland

Regulator provides update on work of its interim safeguarding taskforce

New Charity Investigation: Fazel Ellahi Charitable Trust

New Charity Investigation: Darul Uloom School London

Regulator finds significant failures at the Presidents club Charitable Trust

Trustees disqualified following joint agency investigation and Commission inquiry

##### **News story:**

Charity automatic disqualification rules: prepare for changes to the law

Changes to the update charity details service

Prepare for the charity annual return 2018

Charity annual return 2018

Regulator publishes new research into factors the public associate with trustworthy charities

Regulator publishes its annual report and accounts

Regulator publishes new research into factors the public associate with trustworthy charities

Update your charity details: improved service coming soon

##### **Research and Analysis:**

Trust in Charities 2018

##### **Guidance:**

Automatic disqualification rule changes: guidance for charities

Sales leases transfers or mortgages: what trustees need to know about disposing of charity land (CC28)

##### **Decision:**

Charity case report: Love Saves the Day Foundation

Charity case report: RSPCA Tunbridge Wells and Maidstone Branch

Charity case report: Presidents Club Charitable Trust

##### **Corporate Report:**

The official Custodian for Charities annual accounts 2017 to 2018

Charity commission annual report and accounts 2017 to 2018

##### **Collection:**



Charity Commission alerts, decisions, reports and statements

**Charity Inquiry:**

Families for Survival UK& Save the Age Ltd

**Transparency data:**

**Grenfell Tower fire: charitable funds raised and distributed**

**Copies with the Secretary**

**Information**

**13. NEWS FROM THE TRUSTEES?**

**Decision**

**14. PRESS STATEMENT?**

**Decision**