



**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 29<sup>th</sup> October 2018 at 7.00 p.m.**

Date: Wednesday 24<sup>th</sup> October 2018

Signed: Teresa Hartshorn  
Charities Secretary

**TRUSTEE BODY:**

Councillors: G Greenaway, P Grigg, S. Harflett, H. Hicks, N. Hooper, J A Hurwood, K. Law, S. Matthews, V. McKerrow, S Relfe , R Thomas (Chair), E. Wilson, E Seabrook (Co-opted September'18)  
G Seabrook (co-opted September'18)

**NB: Cllr J Hurwood resigned from Council September 2018**

*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 30/07/18 - attached **Approval**

**5. MATTERS ARISING:**

50/18 h) Storm guard for Council Office door entrance purchased Grounds man to install. **Information**

**6. FINANCE:**

- a) Income and Expenditure Sheet dated 22/10/18 for period 01/07/18 to 30/09/18 – attached **Approval**
- b) Bank Reconciliation as at 30/09/18 – attached **Information**
- c) Maintenance Monitoring for 6 months April 2018 to 30<sup>th</sup> September 2018 – attached **Information**
- d) Annual Return 2017/18 – Memo from the FO dated 22/10/18 – attached **Information**
  - 1. Statement of Financial Activities for Year End 31/03/18 – attached **Approval**
  - 2. Trustees Annual Report 2017/18 – attached **Approval**
  - 3. Independent Examiner’s Report – attached **Information**
- Annual Return 2017/18 to be signed at the meeting **Information**
- e) Institute - Structure of Building schedule of works (21/16 (c) c/fwd: **Information**
  - Council grant to carry out repairs – pending
- f) Replacement windows – Village Hall c/fwd: **Information**
  - E-mail dated 12/08/18 from the architectural designer – attached **Information**
  - Quotation dated 19/09/18 re the above item – attached **Decision**
- g) DBS Checks – Clerk has this matter in hand - ongoing **Information**
- h) Village hall – decorating project (JAH) c/fwd: **Information**
  - Redecorating the interior of the village hall – INTEL proposal/application prepared by Cllr Hurwood -attached **Approval**
- i) Nappy bin: **Information**  
 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 – attached **Decision.**
- j) Fixed wire certificates and ancillary works completed – all has passed satisfactorily. **Information**
  - Advisory e-mail dated 15/08/18 from Deputy Clerk **Decision**
- k) Stage curtain winder – non-operational. Grounds staff conclude item needs a professional repair – quotation attached **Decision**
- l) Give as you Live – 5 supporters – total raised £4.45 **Information**
- m) Flooding/Drainage issues – e-mail dated 12/10/18 from Deputy Clerk – attached **Decision**
  - E-mail dated 15/10/18 from the Secretary in response - attached **Decision**
- n) Dressing rooms – tubular heaters – do not have an electrical supply and thermostat – very old! **Decision**



- o) Exterior light might need to be replaced as bulbs are now discontinued **Decision**  
p) Annual Service of gas appliances – works completed – certificate attached **Information**  
• Kitchen water heater flue over boundary – comments refer **Decision**

**7. MISCELLANEOUS:**

- a) Banner request – detail of wording and size attached **Approval**  
b) Badminton Court – hire agreement and booking form – attached **Approval**  
c) PC request for a locked cupboard in kitchen – e-mail dated 3/09/18 from the Clerk - attached **Decision**

**8. POLICE LIAISON - report**

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

**9. ANTI SOCIAL BEHAVIOUR:**

Council is to consider installing CCTV during budget discussions. **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:  
• ‘Whalebone’ are booked to perform on Saturday 11<sup>th</sup> May 2019  
• E-mail dated 6/08/18 with questions from Whalebone – attached **Decision**  
c) Wiltshire Community Foundation Funding Conference attended by Deputy Clerk and Cllr Hurwood – course notes to follow:  
• Report prepared by Cllr Hurwood - attached **Information**  
• Exercise entitled ‘Understanding your stakeholder/donors’ - attached **Debate**

**11. 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

**Copies with the Secretary**

**Information**

**12. NEWS FROM THE TRUSTEES?**

**Decision**

**13. PRESS STATEMENT?**

**Decision**