



PURTON INSTITUTE AND VILLAGE HALL CHARITY Reg No 203202

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 January 2018.

Trustees present: Cllrs: P Grigg, S. Harflett, H. Hicks, S. Matthews, V. McKerrow, R Thomas (Chair), and E. Wilson

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.

1/18 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:

Cllrs G Greenaway, N. Hooper, J Hurwood, J A Hurwood, and K. Law

Absent:

Cllr M Rogers

PUBLIC QUESTION TIME:

Messrs Falvo regarding item 5 on the agenda

The meeting was reminded that 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.

2/18 DISPENSATION REQUESTS:

None requested.

3/18 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.





4/18 MINUTES for Approval:

a) Minutes of the Purton Institute and Village Hall Trustee meeting held on 30/10/17 - circulated

It was **proposed** by Cllr Harflett, **seconded** by Cllr Matthews and **CARRIED** the Minutes of the Purton Institute and Village Hall Trustee meeting held on 30/10/17 are approved as an accurate record.

b) **Minutes of** Purton Institute and Village Hall Trustee meeting held on 27/11/17 – circulated

It was **proposed** by Cllr Thomas **seconded** by Cllr McKerrow and **CARRIED** the Minutes of Purton Institute and Village Hall Trustee meeting held on 27/11/17 are approved as an accurate record

5/18 MOBILE PIZZA SERVICE c/fwd

Proprietor Mr Antonio Falvo was invited to address the meeting.

Mr Falvo briefly explained his business stating that he would like to extend his mobile pizza service to Purton on two nights a week.

Mr Falvo took questions from the members present.

The Members main concern was the litter that might be generated as a result of the mobile pizza service. Mr Falvo assured the meeting that any litter generated during service would be cleared by them.

The meeting went on to discuss possible sites in Purton thought best suited to mobile street trading and all were in agreement the best site to start trading from would be the layby off the High Street at the end of College Road.

The Chair explained that this is Wiltshire Council land and permission to trade from the layby would need to be sought from WC, and providing permission is granted from WC it was suggested that Mr Falvo does a trial of 2 months trading from the layby, to monitor the uptake from the village.

Messrs Falvo left the meeting.

6/18 MATTERS ARISING:

(Minute 62/17 g) Curtain linings etc.c/fwd :

- One ripped lining – enquiries re repair – ongoing – detail at the meeting
- Cord pullies – re- location

Above works complete.

Noted

7/18 FINANCE:

a) Income and Expenditure Sheet dated 22/01/18 for period 01/10/17 to 31/12/17 – circulated

Noted

Two queries raised and noted by the Secretary.

Decision:

It was **proposed** by Cllr Thomas **seconded** by Cllr Harflett and **CARRIED** the Income and Expenditure Sheet dated 22/01/18 for period 01/10/17 to 31/12/17 as presented is approved.

Action:

Secretary to inform the FO of the queries raised at the meeting.

b) Bank Reconciliation as at 31/12/17 – circulated

Noted

c) Maintenance monitoring 01/04/17 to 30/06/17 – circulated

Noted

d) Flat roof replacement c/fwd (RT & GG):

- Estimate dated 5/12/17 accepted on 7/12/17 – quotation circulated
- Schedule of works – in hand

Noted

Noted





- Contractor’s questionnaire completed **Noted**
- e) Institute - Structure of Building schedule of works (21/16 (c) c/fwd:
 - Way forward

Decision:

This item to be carried forward to the next meeting

- f) Replacement porch lights c/fwd:

Members noted for reasons of H&S the Clerk to the Council authorized the lights to be replaced and operated by PIR – cost £199.68 + VAT

Decision:

It was **proposed** by Cllr Thomas **seconded** by Cllr Grigg and **CARRIED** the authorization and unbudgeted expenditure of £199.68 is ratified.

- g) Electrical Installation Condition Report – additional works c/fwd:

- Car parking lighting – quotation dated 15/12/17 - circulated **Noted**

Decision:

It was **proposed** by Cllr Thomas **seconded** by Cllr Harflett and **CARRIED** the quotation detailed at the meeting dated 15/12/17 for £640 is accepted.

- h) Complaint received from hirer that the heaters in the main hall are cutting out and the kitchen boiler is not delivering hot water. Engineer investigated 23/01/18 – no faults found **Noted NFA**

- i) Complaint from hirer – e-mail dated 15/12/17 – attached

- Report from Clerk to the Council dated 18/12/17 – circulated **Noted**

Discussion ensued.

Members were in agreement that the Charity’s cancelation policy had been properly adhered to.

Decision:

Secretary to respond to complainant on the lines as discussed at the meeting.

- j) Gents toilet – new lighting sensor installed - authorized by the Clerk cost approx. £50

Decision:

It was **proposed** by Cllr Thomas **seconded** by Cllr Wilson and **CARRIED** authorization and the unbudgeted expenditure of £50 are ratified.

8/18 GENERAL MAINTENANCE:

- a) Schedule – attached **Noted**

9/18 HEALTH AND SAFETY:

- a) Risk Assessment – circulated **Noted**

It was **proposed** by Cllr Thomas **seconded** by Cllr Grigg and **CARRIED** the Risk Assessment as presented to the meeting is approved.

Action:

Secretary to notify Deputy Clerk of decision of the meeting.

- b) Firefighting equipment – annual service carried out 13/12/17 **Noted**
- c) Community Halls – Food Registration & Safety – letter from WC dated January 2018 – circulated **Noted NFA**
- d) Fire Alarm system fault – rectified 22/01/18 **Noted**

10/18 INSTITUTE:

- a) Security light on library wall leading to Village Hall porch – verbal complaint received from resident that the light is too bright and floodlighting resident’s bedroom. Matter reported to engineer. Members noted that no further complaints received.





Decision:

It was agreed no further action to be taken.

11/18 REVIEW OF THE CHARITIES:

The Chair addressed the meeting giving his overview of the current fragile financial state of the Charity.

A full and frank general discussion ensued.

Decision:

Members were in agreement that there should be a review carried out of each of the Charities ending with a Business Plan to ensure each charity is utilizing its assets to the full and maximum revenue is gained for each charity. Update at the next meeting.

Action:

Clerk to the Council will work with the Chair to carry out the review and produce a Business Plan for each Charity.

12/18 LITERATURE ON THE TABLE – for information – copy with the Secretary:

- a) Wiltshire Village Halls Association – News Bulletin – November/December 2017
- b) Wiltshire Community Foundation December 2017 and January 2018 Funding News and Updates
- c) Member Bulletin – January 2018

All the above noted

13/18 CHARITY COMMISSION :

- News issue 59 – available to download

Noted

14/18 CHARITY COMMISSION - UPDATES – for information – copies with the Secretary:

Press release:

- Duke of Cambridge to speak at Charity Commission annual public meeting
- Commission listens to charities in making changes to the annual return 2018
- New charity Investigation: Darren Wright Foundation
- Individual disqualified as trustee for 4 years after failure to evidence how charity funds were used
- Update on Wimbledon & Putney commons Conservators Inquiry
- Review your charity's safeguarding and governance arrangements. Charity commission advises
- Young people are savvier and more generous when giving to charity at Christmas
- Safeguarding is key governance priority for all charities, says charity regulator
- New charity investigation: Grove Mountain
- New Charity investigation: Island Health Trust
- Commission receives annual £5 interim funding boost

Decision:

- Charity case report: Oxfam

Transparency data:

- Grenfell tower fire: charitable funds raised and distributed
- Inquiry statistics: cases opened 1/4/17 to 30/09/17
- Operational compliance case statistics: 1/04/17 to 30/09/17
- Grenfell Tower fire: charitable funds raised and distributed





News story:

- Watch out for 'Payment Diversion Fraud – keep your school funds safe
- Help us to reduce insider fraud in charities
- Regulatory alert to charities – safeguarding
- Grenfell Tower fire response: what charitable grants are available

Research and analysis:

Detailed guide:

- Prepare a charity annual return
- Protect your charity from fraud
- Change your charity structure
- Automatic disqualification rules for charity trustees and charity senior positions - circulated
- Automatic disqualification rule changes: guidance for charities – circulated
- Protect your charity from fraud – posted 22/01/18

Consultation outcome:

Government response:

Official Statistics:

- Charity register statistics

Guidance:

- How the Charity Commission assesses waiver applications and makes a decision – circulated

Speech:

- Helen Stephenson CBE speech at Charity Law association's Annual Conference
All the above noted

15/18 NEWS FROM THE TRUSTEES:

Decision:

No news from the Trustee

16/18 PRESS STATEMENT:

Decision:

No press statement released from the meeting

ADDITIONAL ITEM:

17/18 Purton Historical Society – application to fix a small plaque to the Institute boundary wall in location of the two millstones – letter dated 20/01/18 refers.

Decision:

It was **proposed** by Cllr Thomas **seconded** by Cllr Wilson and **CARRIED** permission is granted for Purton Historical Society to fix a plaque to the Institute boundary wall in the vicinity of the two millstones.

Action:

Secretary to notify Purton Historical Society of the decision of the meeting.

There being no further business the meeting closed at 1955hrs.

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



