



**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 26<sup>th</sup> March 2018.**

**Trustees present:** Cllrs: P Grigg, H. Hicks, S. Matthews, V. McKerrow, S Relfe (co-opted 12/03/18), 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.

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

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

**Absent:**

S. Harflett, Cllr M Rogers

**19/18 PUBLIC QUESTION TIME:**

**None present**

**20/18 DISPENSATION REQUESTS:**

**None requested.**

**21/18 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.**

**22/18 MINUTES:**

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

It was **proposed** by Cllr Matthews **seconded** by Cllr Grigg and **CARRIED** the minutes of 29<sup>th</sup> January 2018 is approved as an accurate record.

**23/18 MATTERS ARISING:**

**Minutes of the Trustee Meeting for Purton Institute and Village Hall Charity Reg. No 203202 held on 26/03/18(6)**





No matters arising from the meeting

24/18 FINANCE:

a) Income and Expenditure Sheet dated 22/01/18 for period 01/01/18 to 28/02/18 – circulated

It was proposed by Cllr Thomas seconded by Cllr McKerrow and CARRIED the Income and Expenditure Sheet dated 22/01/18 for period 01/01/18 to 28/02/18 as presented is approved.

b) Bank Reconciliation as at 28/02/18 – circulated

Noted

c) Flat roof replacement c/fwd (RT) – works complete

Noted

Cllr Thomas recommended to the meeting that the invoice is settled as the works including internal decoration appears satisfactory.

It was proposed by Cllr Thomas seconded by Cllr Wilson and CARRIED the invoice currently outstanding is paid.

d) Institute - Structure of Building schedule of works (21/16 (c) c/fwd:

- Council grant to carry out repairs:

Cllr Thomas talked in general terms about the likely repairs required in the near future to properly maintain the building. Members noted that Fixed Wire testing is now added to the list.

Discussion ensued.

Members were in agreement the way forward would be to pursue grant funding.

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

- Car parking lighting – quotation dated 15/12/17 accepted 31/01/18 - chaser sent

Noted

f) Purton and District Age Concern – letter dated 08/03/18 – circulated

Noted

- Report from Clerk to the Council dated 13/03/18 – circulated

Noted

Members also referred to information provided at item 24/18a below. Discussion ensued

Decision:

It was proposed by Cllr Grigg seconded by Cllr Hicks and CARRIED taking into account the organizations charity status and as a gesture of goodwill Purton and District Age Concern would be offered an alternative date.

Action:

Secretary to notify the Clerk of the decision of the meeting.

g) Wiltshire Village Halls Association – membership renewal – detail circulated

Noted

Decision:

It was proposed by Cllr Thomas seconded by Cllr Hicks and CARRIED renew Wiltshire Village Halls Association membership

Action:

Secretary to notify FO of decision of the meeting.

h) Water heater – dressing Room – replacement £70. Members noted installation will be carried out in house.

Decision:

It was proposed by Cllr Thomas seconded by Cllr McKerrow and CARRIED the purchase of a water heater for the dressing room is approved.

Action:

Secretary to arrange installation as discussed.

i) Replacement windows – Village Hall - grant – detailed at the meeting.

Discussion ensued. Members noted planning consent would be needed to meet the criteria for grant funding in respect of the village hall.

Decision:





It was **proposed** by Cllr Thomas **seconded** by Cllr Grigg and **CARRIED** Secretary moves forward with planning application for listed building consent as discussed.

j) Library Lease – update from the Chair (Exclusion of public and press)

No public or press present throughout discussions.

Members noted that Cllr Thomas had been approached by the current tenant Wiltshire Council. No further detail forthcoming to date.

**Noted**

m) DBS Checks – guidance – circulated

**Noted**

Members noted that CC guidance is that all Trustees are DBS checked.

Discussion ensued.

**Decision:**

**Secretary to establish if those Trustees already DBS checked can transfer certification to the Charity.**

**Action:**

Secretary to find out the information and report back at the next meeting.

k) Hall hire – cancellation/refund – detail circulated

**Noted**

**Decision:**

It was **proposed** by Cllr Thomas **seconded** by Cllr Relfe and **CARRIED** the hirer subject of the discussion may transfer hire date.

**Action:**

Secretary to notify Clerk and Booking Clerk of the decision of the meeting.

**24/18 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 circulated **Noted.**

• Car park:

Installing a barrier was discussed by the members and rejected.

- H&S Executive – Icy conditions and winter weather guidance - circulated **Noted**

**Noted**

**Decision:**

It was **proposed** by Cllr Thomas **seconded** by Cllr Wilson and **CARRIED** to leave Council’s policy as is with the addition of using traffic cones to cone off the carpark when deemed necessary to close the car park in adverse weather conditions.

**Action:**

Secretary to notify the Clerk and Deputy Clerk of the decision of the meeting.

b) Fixed Wire Testing – response from engineer – circulated

**Noted NFA**

c) Portable Appliance Testing – works complete

**Noted**

**25/18 REVIEW OF THE CHARITIES:**

Action Plan for the Charities review – circulated

**Noted and approved**

Cllr Wilson suggested an additional question is put on the customer hire application form enquiring how the hirer found out about Purton Village Hall as a venue.

**Decision:**

**Members agreed to the additional question for hirers as suggested and agreed.**





**25/18 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

**All the above information noted.**

**26/18 CHARITY COMMISSION :**

- News issue 59 available for download

**Noted**

**27/18 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





**All the above CC guidance noted.**

**28/18 NEWS FROM THE TRUSTEES:**

**No news from the Trustees.**

**29/18 PRESS STATEMENT:**

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

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

**Signed:.....Dated.....**

