



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 29th January 2018 at 7.00 p.m.**

Date: Wednesday 24th January 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, M Rogers, 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.

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:

- a) Minutes of the Purton Institute and Village Hall Trustee meeting held on 30/10/17 - attached **Approval**
- b) **Minutes of** Purton Institute and Village Hall Trustee meeting held on 27/11/17 – attached **Approval**

5. MOBILE PIZZA SERVICE c/fwd

Proprietor invited to address the meeting.

6. 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.

7. FINANCE:

- a) Income and Expenditure Sheet dated 22/01/18 for period 01/10/17 to 31/12/17 – attached **Approval**
- b) Bank Reconciliation as at 31/12/17 – attached **Information**
- c) Maintenance monitoring 01/04/17 to 30/06/17 - attached **Information**
- d) Flat roof replacement c/fwd (RT & GG): **Information**
 - Estimate dated 5/12/17 accepted on 7/12/17 – quotation attached **Information**
 - Schedule of works – in hand **Information**
 - Contractor’s questionnaire completed **Information**
- e) Institute - Structure of Building schedule of works (21/16 (c) c/fwd: **Decision**
 - Way forward
- f) Replacement porch lights c/fwd: **Decision**
 For reasons of H&S the Clerk to the Council authorized the lights to be replaced and operated by PIR – cost £199.68 + VAT **Ratify**
- g) Electrical Installation Condition Report – additional works c/fwd: **Decision**
 - Car parking lighting – quotation dated 15/12/17 - attached
- 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 **Information**
- i) Complaint from hirer – e-mail dated 15/12/17 – attached **Decision**
 - Report from Clerk to the Council dated 18/12/17 – attached
- j) Gents toilet – new lighting sensor installed - authorized by the Clerk cost approx. £50 **Ratify**

8. GENERAL MAINTENANCE:

- a) Schedule – attached **Information**

9. HEALTH AND SAFETY:

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



10. VILLAGE HALL:

11. 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 - ongoing

Information

12. REVIEW OF THE CHARITIES:

Verbal address from the Chair at time of meeting

13. 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

14. CHARITY COMMISSION :

- News issue 59 – available to download

15. 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

16. NEWS FROM THE TRUSTEES?

Decision

17. PRESS STATEMENT?

Decision