

1. Apologies. Agree minutes from previous meeting.
2. Appoint chair and minutes taker.
3. Matters arising from letters and phone calls from Sonya Frost (SF) chairperson of Badingham Parish Council to VHC trustees:
  - a. The future of the VHC
  - b. The signatories of the bank account.
  - c. The adoption of a conflict of interest policy
  - d. The situation with the Charity Commission regarding the adoption of the updated constitution.
4. Matters arising from last minutes
5. AOB
- 6 Date of next meeting

Present Shirley Osborne(SO), Debbie Horrocks(DH), Sam Donovan(SD), Zoe Stewart (ZS)

item	discussion	action	who/when/ action completed.
1	No apologies. ZS arrived late due to a mix up with the start time.	Minutes to be approved from last meeting by SD/DH	SD/DH
2	Chairperson and minutes taker	SD to do both.	
3a	<p>Those present are aware of the confidential letter from SF sent individually to Michele Cole (MC) and SD and the threat of legal action against them if they did not step down from the committee. Also of the contact by phone from SF to Philly Owen and DH questioning the legality of the Village Hall Committee.</p> <p>SD reported that MC and PO have considered their position's and whilst not agreeing to the content of the phone call and letter, they have both as a result resigned from the committee, informing us by email.</p> <p>The playschool user group have elected ZS to stand on the VHC in replacement for MC. No new member has been put forward by the Pilates user group.</p> <p>Rob Welham (Parish Council member and Village Hall committee member) has today stepped down. SO (Parish Council member) has taken up his position on the VHC.</p>	<p>All present agreed to carry on and to work together as the Village Hall Committee and Trustees, to manage the Village Hall.</p> <p>Michele and Philly are to be thanked for their time served on the VHC and their valued contributions to the management of the Hall.</p> <p>Rob is to be thanked for his time served on the VHC and his valued contribution to the management of the Hall</p>	<p>At AGM ?</p> <p>At AGM ?</p>

	<p>SO reported that RW kindly agreed to come on to the VHC temporarily when the previous members resigned from the VHC.</p> <p>SD has received an email from RW saying he is stepping down and SO will take on his role and that he is happy to remain a signatory to the bank account until the mandate is changed.</p>		
b	Mandate change. Agreed by all:-	<p>MC and RW to come off.</p> <p>SD to stay on and DH and SO to be added.</p> <p>Mandate change form to be printed off from Bank Account online site, then completed as necessary.</p>	SD,SO,DH
c	Conflict of interest policy: SD showed a copy of a sample policy and declaration form to the committee. It was decided that because SO and ZS have only just seen the policy we will review it at the next meeting.	Policy to be emailed to ZS and SO	SD
d	<p>Constitution:</p> <p>SD reported that the Charity Commission has sent an email to confirm receipt of the constitution, voted to be adopted by those at the 2015 AGM, to replace the 1951 constitution.</p> <p>As the Parish Council have queried the legality of this constitution and in light of the threat made against SD and MC the committee discussed the option of taking up free legal advice, through the solicitor recommended by Community Action Suffolk, to look at the constitution of 1951 and the present one in order to check if the changes require further consent from the Charity Commission. It was decided to ask the Parish Council for site of the advise they have already received from a solicitor regarding the constitution.</p>	<p>Adopted constitution to be emailed to SO,DH and ZS.</p> <p>Parish Council Clarke to be asked if she has an electronic version of the 1951 constitution that can be emailed to the VHC as our paper copy is difficult to read.</p>	<p>SD</p> <p>SO</p>
		All agreed SO should ask the Parish Council for the VHC to have site of their solicitors advise.	SO
4	<ul style="list-style-type: none"> <li>• Boiler service</li> <li>• BCC – shopping/wish list</li> </ul>	<p>Done and paid for.</p> <p>In light of committee changes and other issues to be resolved as above all agreed to stop further action.</p>	Completed
	<ul style="list-style-type: none"> <li>• Smart meter</li> <li>• Mick Elliot – Drains and gutters</li> </ul>	As above.	Completed

	<p>to be cleared – DH has asked but it has not been done yet.</p> <ul style="list-style-type: none"> <li>• Rodent control – SD reports the hall has been checked regularly and bate boxes remain in the storage shed and 2 cupboards off the main hall on its roadside. On the latest check there were no new signs of mice but the rodent man will continue to monitor. Still need wire mesh to cover air brick vents to allow air but not mice through.</li> <li>• Locksmith, to change some internal locks as there had been problems in the past of boiler times being changed. As DH now has a list of all those who have main door keys it was thought to be unnecessary.</li> <li>• Parish Council and Playschool archives need to be secure as the electric metre cupboard can now be accessed, in cases of emergency , by all users.</li> <li>• Key register has been handed over to DH. A master set of internal door keys are to be kept at the hall, for safety reasons, should access to locked areas be needed.</li> <li>• Insurance claim has been reimbursed to the current account.</li> <li>• Recommendations from flame skill to be followed up– MC was actioned for this so ZS will check on progress of <ul style="list-style-type: none"> <li>a. layout plan of hall displayed by door</li> <li>b. strobe light and pull cord in disabled toilet</li> </ul> </li> <li>• Tidy of outside surround area done. Invoice passed to SD to arrange payment.</li> <li>• Old finance and accounts paper work has not yet been received from N Morgan but the accounts have been brought up to date by SD. SD showed the others the accounts paperwork and filing system being used.</li> </ul>	<p>DH will ask again.</p> <p>SD and or caretakers/cleaners to let rodent man have access on next visit in 2 months time.</p> <p>Zoe knows of some we can get and will look into getting them.</p> <p>ZS to check if Playschool have done this. SO to check if Parish Council have done this.</p> <p>Ask flame skill to quote for disabled toilet work. Make a plan of the hall layout.</p> <p>Sign and send cheque.</p> <p>2016/17 Year end account to be done. A financial report to be given at each meeting</p>	<p>DH</p> <p>SD</p> <p>ZS</p> <p>Complete</p> <p>ZS</p> <p>SO</p> <p>completed</p> <p>completed</p> <p>ZS</p> <p>SD.RW</p> <p>SD</p> <p>SD</p>
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5	<p>£500 previously transferred from deposit account to current account for cash flow can now be transferred back as the latest invoices have been paid.</p> <p>AOB</p> <ul style="list-style-type: none"> <li>• DH questioned the cleaning invoice – it was shown and all agreed it was OK. Discussed cleaning/caretaking duties undertaken by playschool staff. There is a check list of these in each area of the hall.</li> <li>• SO raised question of other policies we should have besides conflict of interest. We have an equal opportunities and safeguarding policy. Agreed by all that we should update and expand upon the policies. ZS has knowledge of policies.</li> <li>• DH requested an AGM. SD said we had one last year and the constitution says we should call one in October or as near as practicable thereafter. SO said an AGM could be called at any time. It was agreed to call an AGM. The period of notice was discussed, the constitution says 1 weeks notice but due to complaints at the last AGM it was decided to give more notice and a date was set for 15<sup>th</sup> June.</li> <li>• SO suggested we do a risk assessment for the Village Hall Charity. We all agreed this is to be done.</li> <li>• The suggestion/complaints book for hirers was looked at – complaints covered ; large tables not being cleaned, spot lights not working, urinals dusty, loo brushes need replacing, washing up bowl dirty. It was unclear from the book as to who was complaining and on what occasion it was when the tables were put back unclean.</li> </ul>	<p>Transfer £500 from deposit to current account</p> <p>A master check list to be kept by VHC. SD to get china graph pencils for marking lists instead of post-it notes.</p> <p>ZS to look into what policies we should have, and get samples.</p> <p>AGM agenda to be set at our next meeting. DH to arrange for the date to be advertised in the Badingham Echo.</p> <p>SO to get a sample document together.</p> <p>Cleaners to be asked to purchase new toilet brushes and kitchen bowl. User groups to be asked to make sure large tables are cleaned if used. Cleaners made ware of dusty urinals. Amend complaints book to include : name of user/user group, date , occasion of use. Ruler to be brought to next meeting for adjusting book. Ask caretakers to ask electrician to</p>	<p>SD</p> <p>SD</p> <p>ZS</p> <p>All DH</p> <p>SO</p> <p>ZS</p> <p>All</p> <p>ZS</p> <p>All</p> <p>ZS</p>
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		remove spots when the hall main lights are next maintained.	
6	Next meeting	To be held on 31 <sup>st</sup> May	All