

Badingham Village Hall Committee

Title:	Badingham Village Hall Committee – minutes of meeting	
Date:	26 th July 2017	
Place:	Badingham Village Hall	
Time:	7.15 pm	
In Attendance:	Sam Donovan (SD) Debbie Horrocks (DH) Shirley Osborne (SO) Joyce Probert (JP) Suzie Newman (SN) Zoe Stewart (ZS)	
Agenda:	<ol style="list-style-type: none"> 1. Welcome to new members and apologies 2. Introductions and declaration of interest 3. Notes of previous meeting and any matters arising not on agenda 4. Election of officers 5. Governing documents / constitution 6. Playgroup letter 7. Inspection of hall 8. Treasurers report 9. Policies including conflict of interest 10. AOB 11. Date of next meeting 	
ITEM		ACTION
7. Inspection of hall	<p>It was agreed the inspection of hall would take place prior to the start of the meeting. Members completed an inspection of internal and external space. It was noted that Badingham Play Group (BPG) equipment and materials were predominant being present and stored in all internal rooms /areas including toilet and small meeting room and external sheds excepting the front porch cupboard. BPG also has cupboard space in kitchen. During the inspection SD informed BPG undertook caretaking and cleaning duties.</p> <p>It was noted the Parish Council paper files on floor in the emergency planning cupboard could attract vermin.</p>	SO to raise at next PC meeting
1. Welcome and apologies	<p>New members Joyce Probert and Suzie Newman were welcomed and all were thanked for attending</p> <p>Apologies were received from Joan Overett</p> <p>It was explained that minutes were taken by committee members on a rota basis unless a member volunteered to be a more permanent meeting secretary. As there was not a volunteer SO agreed to take notes.</p>	
2. Introductions and declaration	Introductions were completed and interests declared:	

<p>of interest</p>	<p>SD: Stay & Play, PT employee BPG JP: none SN: none ZS: BPG DH: Maypole SO: Parish Council</p>	
<p>3. Minutes from last meeting & matters arising</p>	<p>Minutes 3rd May 2017 agreed. <u>Matters arising</u> 3b. Mandate change: Form completed by DH, SO to complete 3c. Conflict of interest policy: re-circulate to include new members for views/ comment. Agenda item next meeting 3d. Constitution - 1951 conveyance / constitution: SO provided hard copy or 1951 conveyance for meeting and will circulate electronically. Committee discussion followed about constitution. JP questioned why it was necessary to rewrite constitution. In response SD explained it was an update and both 1951 and revised constitution was similar. SO commented that in her view, as a governing document, the current constitution lacked important information and a supporting document/TOR may be needed. It was agreed this matter would be discussed at a future meeting. A question was raised by JP about updating the Charity Commission website. SD holds the password and will update the website with new member's details. SO gave brief background of solicitor's involvement re challenge of ownership of village hall which subsequently established PC owned the hall and land but highlighted conflict of interest within VHC present at that time. Meetings with PC and VHC took place. As remaining unresolved PC members requested PC Chair write to VHC, quoting solicitor's advice rather than solicitor writing direct to VHC. SO stressed the importance of recognising the context and make up of VHC at that time which was now addressed by additional members of VHC providing a balanced committee approach. All other actions complete.</p>	<p>SD to circulate policy SO to include on next agenda SO to circulate 1951 conveyance SD to update CC website</p>
<p>4. Election of Officers</p>	<p>SD informed the committee that she was standing down as Treasurer and asked if another committee member would be interested. SO informed she had contacted JO who was unable to be at the meeting to inform of the vacancy; JO had responded that she would not stand for the role. JP offered</p>	

	<p>to take on the Treasurer role and this was unanimously agreed by the committee.</p> <p>SO and committee expressed thanks to SD for the work she had done as Treasurer</p> <p>SD and JP agreed there would be a handover period arranged between them.</p> <p>New mandate forms from Barclays were now needed to be obtained. It was agreed form already signed by DH would be held until SD obtained new forms in order JP could be added and SO and JP complete.</p> <p>SO had asked for nominations for Chair in email previously circulated but none were received. SO asked committee if a member wanted to put their name forward for Chair. As none were forthcoming SO indicated she was willing to take on the Chair's role and this was unanimously agreed by the committee.</p> <p>JP, Treasurer, and SO, Chair, were duly elected in those respective roles.</p>	<p>SD & JP to arrange handover</p> <p>SD to obtain mandate forms</p>
<p>5. Governing documents /constitution</p>	<p>Item covered in matters arising 3d</p>	
<p>6. Playgroup letter</p>	<p>DH read out the letter from Chair of Trustees BPG stored electronically as the original was not made available. The letter drew attention to a booking from the Art Club on alternate Tuesday afternoons commencing April 2018 and expressed disappointment that the booking had been accepted. The booking secretary acted correctly and adhered to booking procedure as no other bookings had been made.</p> <p>It was established through discussion that the hall was booked by BPG in the same way as other users. That is on an ad hoc first come first served basis. There is no contract between playgroup and the village hall. SN questioned if a contract could be offered or was viable. The committee was unable to establish if a booking policy had ever been in place as previously bookings were taken and controlled by the Manager of BPG.</p> <p>The committee discussed a possible option that BPG could use small meeting room with reduced number of children at times when Art Club were using main hall. The logistics of sectioning off a corridor on a temporary basis and access was discussed. Fire exits would not be affected. It was agreed SO would write to Chair of BPG to explore this option in more detail.</p>	<p>SO to draft letter of response & circulate</p>

<p>7. Inspection of hall</p>	<p>As the inspection of the hall had taken place prior to the start of the meeting there was a general discussion about how the existing space could be used in a better way in the short term to accommodate other users as well as BPG during the day. The committee recognised safeguarding policy. Users needed to accept that the village hall could be a shared space in part on occasions. It was acknowledged being unable to offer space to other groups resulted in a loss of income for the village hall. ZS informed that Play group was the major contributor to village hall funds.</p> <p>It was acknowledged by all committee members that tensions existed in the community about this matter.</p> <p>SD informed that plans had been drawn up previously but had not been agreed by VHC at the time. Problems arose because of Government commitment to increase funded hours which meant more children accommodated by BPG. It is not clear if / when this would happen. SO asked if the amount of space in square metres required by BPG was known. ZS informed she had recently attended a CAS event and funds could be available for improvements; CAS could be invited to a future meeting. SO suggested that comparison with other playgroups in similar circumstances in village halls might be helpful; it was understood visits could be arranged. It was agreed the existing plans would be re-visited at a later date.</p>	<p>.</p> <p>SO to contact other playgroups SO to include on next agenda</p>
<p>8.Treasurers report</p>	<p>SD informed that there was £2136 in current account and £7033 in savings account. At time of meeting there was an outstanding debt of £30 but this did not included pending invoices handed to SD at meeting.</p>	
<p>9.Policies including conflict of interest</p>	<p>Item covered in matters arising 3c</p>	
<p>AOB</p>	<p>DH informed she had been contacted by the Chair of Dennington Village Hall Committee to suggest that local village halls worked more closely together. The committee agreed in principle that this was a good idea and will await further contact from Dennington VHC.</p>	<p>DH to inform Dennington VHC</p>
<p>Next meeting</p>	<p>Tuesday 29th August @ 7.15, Badingham Village Hall</p>	