



Minutes of the Meeting of the Parish Council acting as Sole Trustee of the Longdon Village Hall Charity

8 July 2021

Present:

Cllrs Bill Austin (Chair); Kathryn Cook; Stuart Griffiths; Trish Mullins; Andy Young

Attending:

Jo Bestwick; Mark Taylor; Colin Vickery

1. Apologies

- 1.1 It was confirmed that the meeting was quorate.
- 1.2 It was AGREED unanimously that, as the Parish Council did not have a Clerk, Cllr Mullins would record the Minutes for this meeting. There was a round table of introductions.
- 1.3 Apologies were received from Cllr Unwin.

2. Minutes

- 2.1 There were no comments on the minutes of the meeting of the Parish Council acting as Sole Trustee held on 11 January 2021. The minutes were accepted as drafted. Proposed by Cllr Austin; seconded by Cllr Young.

3. Membership

- 3.1 It was clarified that this meeting was for the Parish Council acting as Sole Trustee and was not a Village Hall (VH) Sub-Committee meeting of the Parish Council.
- 3.2 It was AGREED that the three attendees would be invited to join, and contribute to, the meeting discussions.
- 3.3 In establishing the new sub-committee, it was essential to retain the expertise of the former Village Hall Committee (VHC). In the light of this, it was AGREED that, with their agreement, the four permanent members of the VHC would be co-opted onto the VH Sub-Committee. As a number of Parish Councillors were newly appointed, as part of this retention of expertise, in the short term all Parish Councillors would also be members of the VH Sub-Committee. In due course the number of Councillors on the Sub-Committee may be reduced as expertise is acquired.
- 3.4 Cllr Austin would not chair the VH Sub-Committee in order to remain as chair of the Sole Trustees.

3.5 The regulations of the Charity Commission state that only Parish Councillors are permitted to vote at the VH Sub-Committee meetings. All attendees at these meetings would be able to take part in discussions to ensure issues were resolved prior to any vote.

4. Rental of Office Space

4.1 Correspondence had been received from Upton Community Care, a potential renter of the office space, to confirm that they were interested in using the meeting spaces rather than renting office space. As the current occupants of the office space were leaving at the end of August, this represented a potential loss of income for the Village Hall (£2,640 per annum at current rates).

4.2 The electricity supply for the office and the small meeting room were linked to the same electricity meter. This made it difficult to charge accurately for the utilities used in either space. This may be an issue that the VH Sub-Committee should consider. Other potential issues for discussion were raised included the development of a business plan for the VH, the lack of parking spaces, the ongoing requirement for car park maintenance and changes to the current booking arrangements.

4.3 It was noted that, once the new Parish Council Clerk was appointed, they would be responsible for the VH accounts, acting in accordance with the Charity Commission regulations.

4.4 The VH had been run on a “not for profit” basis with the aim of providing a service at minimum cost to residents and to “break even”. It was not clear how funding for any necessary capital expenditure (e.g. replacement boiler, windows etc) would be generated under this model and this might also need to be considered by the VH Sub-Committee.

4.5 The financial accounts for the VH for the year ended 31 August 2020 had been circulated. It was noted that, during the Covid-19 pandemic, the VH had received a grant of £10k from Worcestershire County Council.

5. Playing Field

5.1 In January 2021, the Parish Council had undertaken a review and inspection of the VH and surrounding spaces, including the village green. The resulting report had been circulated.

5.2 It was confirmed that the VH Sub-Committee would have responsibility for the village green, although separate working groups may be established for the VH and village green.

5.3 It was AGREED that the Parish Council inspection report should be considered by the VH Sub-Committee to assess the priorities for any remedial work that was required.

6. Work Arrangements

- 6.1 This item related to the working arrangements for the management of the VH, including the appointment of individuals with specific responsibilities and identifying immediate priorities for action.
- 6.2 It was AGREED that this was the responsibility of the VH Sub-Committee and would not be discussed at this meeting.

7. Meeting Dates

- 7.1 It was AGREED that the next meeting of the Parish Council acting as the Sole Trustee would be held immediately prior to the Parish Council meeting on 6 September 2021.
- 7.2 It was AGREED that a meeting of the VH Sub-Committee would be held as soon as possible (7.30 pm on Monday, 2 August was put forward as a provisional date).
- 7.3 The meeting closed at 8.15 pm.

Signed

Date