



Minutes are draft until approved at
the following meeting

Minutes of the Meeting of the Parish Council Acting as Sole Trustee of the Longdon, Village Hall Charity (1026177) held on Monday 3 October 2022 at Longdon Village Hall

Present: Chair Cllr Mullins, Vice-Chair Cllr Gray, Cllr Cook, Cllr Davey

Village Hall Committee: Jo Beswick, Mark Taylor, Colin Vickery

In Attendance: Bill Austin, Dave Mullins

1. **Apologies:** Apologies were received from Jenny Barnes (Village Hall Committee) and Cllr Faram.
2. **Updates on Potential Membership of the Village Hall Committee:**
 - a) **Membership:** The Chair recorded the appreciation of the Sole Trustee (ST) for the ongoing involvement of the Village Hall Committee members. The Vice-Chair reported that, following the approach to parishioners, a number of people had expressed an interest in helping with the Village Hall (VH); some in specific capacities and others wishing to be involved solely on an “unofficial” basis. Two parishioners, who had been very helpful in clearing the grounds (September working party), had offered to continue with the upkeep. The ST agreed that this offer should be accepted and the Vice Chair should confirm this with them;
 - b) **Annual General Meeting (AGM):** Due to Covid restrictions and lockdowns, an AGM for the VH had not been held since 2019. It was agreed that an AGM should be held in 2022 and this would include an open meeting to take place on Monday 14 November. The ST would advertise the event via as many local channels as possible (including Longdon Support Group WhatsApp and Parish Magazine). The VH Committee would alert representatives of VH user groups. The agenda would include the election of officials. The VH Committee Members present offered to be re-elected and then be shadowed by volunteers willing to take over their roles. This handover period would be for three months;
 - c) **Village Hall Committee Constitution:** It was clarified by the ST Chair that the objective of the ST is to ensure that the VH charity is run in accordance with the Charity Commission requirements. The ST does not have responsibility for the day-to-day running of the VH. This remains the role of a VH Committee (VH Management Committee).



3. **Finance:** The VH Treasurer tabled draft financial accounts for the year ended 31 August 2022, noting that the accounts were still draft due to the lead time to receive payment into the accounts at year end. The Treasurer agreed to provide accounts to the ST in electronic form for 2019/20, 2020/21 and, when available, for 2021/22. The VH Treasurer was thanked for his work and for clarifying the financial position.

In discussion:

a) **Bank Account:** As agreed at the ST meeting on 6 September 2021, to comply with the requirements of Charity Law, the bank account should transfer from the VH into one in the name of the ST. As a first step to facilitate this change, signatories from the ST (Cllr Mullins and Cllr Gray) would be added to the existing VH account. The complexity of the bank account transfer process and the linked change of bank account signatories was noted. The ST Chair and VH Committee Treasurer will meet to determine the process;

b) **Charity Commission:** As a Charity, there is a requirement for the VH to submit accounts to the Charity Commission (the requirement is for organisations where turnover in a financial year exceeds £10k). The contact details for the VH on the relevant Charity Commission website are out of date. The initial step is to update these to enable submission and it was agreed that the VH Committee and ST Chair would explore what sign on details and passwords were known.

4. **Maintenance of Village Hall:** A former Councillor had developed a schedule of urgent VH maintenance that was required. The individual identified to undertake this work had since retired and an exploratory enquiry to 'Check a Trader' had received no response. VH funding was available to undertake some urgent work, however it was a challenge to find a contractor. Various names were shared which could be approached. In discussion:

a) **Wi-Fi:** The importance of the provision of Wi-Fi in the VH was noted. It was confirmed by the VH Committee that the necessary telephone line was in place;

b) **Car Parking:** It was noted that the VH car park was widely used by local residents and, as a result, often had limited capacity. This caused difficulties at events and limited bookings. It was unclear whether residents had a 'right' to park. At some large events villagers had been asked to move their cars



from the car park. The Heads of Agreement covering the transfer of land to the VH would be checked.

5. **Future Meeting Schedule:** The next meeting of the Parish Council Acting as Sole Trustee of the Longdon Village Hall Charity was set for Monday, 16 January 2023.

6. **Any Other Business:**

- a) **Electricity:** The charging of parish Vehicle Activated Signs (VAS) units at the VH was discussed. It was not clear how straightforward it would be to ensure this was separately metered so that the electricity consumption could be charged to the Parish Council. This would continue to be explored;
- b) **Online Diary:** The importance of an online diary for VH bookings was identified. It was intended that this would be addressed as part of the planned Parish Council Community Website;
- c) **VH Boiler:** It was confirmed by the VHC that the VH boiler is now working.

Signed:
Chairman, Longdon Village Hall Sole Trustee

Date: