

**DRAFT MINUTES** (all minutes also available on [www.wadenhoevillagehall.com](http://www.wadenhoevillagehall.com) )

## **Wadenhoe Recreational Village Hall Committee (VHC) Meeting**

(serving villages of Wadenhoe, Achurch, Lilford, Pilford, Stoke Doyle, Wigsthorpe)

**12<sup>th</sup> October 2020 - 7pm**

**Chair:** Nicola Guise

**Present:** Mark Petty, Sylvia Neal, Jane Woodbridge, Sue Groom, Jan Lea, Catherine Burbage, Christina Locke, Justin Clarke

**Absent:** Craig McDougall, Frances McDougall.

### **Chairperson's Introduction**

The Chair welcomed the new committee to the meeting and apologised for the less than ideal meeting circumstances over zoom.

Nicola expressed her commitment to the VHC and her desire to enjoy an organised, fun and exciting collaboration whilst recognising the need to bring balance and order to the Village Hall affairs following a period of significant and frequent changes.

Nicola pointed out that during these quieter winter and COVID restricted months – there is an opportunity to get our house in order so that we can then focus our attentions on fund raising ,events and other business.

#### **1. Co-Opted Trustee**

Justin Clarke expressed an interest in being co-opted and shared details with the team regarding his background and the experience he could bring to the VHC as well as his desire to see the VH regain a focused approach. Justin left the meeting briefly while the committee voted; and he was unanimously welcomed to join as a co-opted trustee.

Catherine and Alsadair have decided not to put themselves forward to be co-opted but have kindly agreed to share their experience and knowledge should the VHC ever have any questions regarding the VillageHall.

#### **2. Previous Minutes**

Nicola requested that the committee formally approve the previous AGM and post AGM minutes which the VHC did unanimously.

It was agreed that the draft Minutes would be circulated to the members of the VHC for any comments or alterations and then that these would be presented at the next meeting for approval. Once approved then the Chair signs them off.

In order to avoid delay in sharing minutes publicly it is agreed that draft Minutes will be posted on the website and noticeboards locally; but only following initial approval by the Chair (or Vice Chair or Treasurer in her absence).

### **3. Next AGM**

The next AGM has been scheduled for July 2021

### **4. Role as Charity Trustee**

Nicola felt it was important to follow up on the information emailed to the VHC earlier and ensure that everyone was abreast of the responsibilities involved in being a Trustee for the VHC and had an understanding of their legal standing afore the Charities Commission.

Nicola raised the need to update and simplify the Governing document that dates from 1985. It was widely agreed that the existing document is archaic. However this is a significant job as it is required to be approved legally and also by the trust. This is a task that is on the radar to be done.

Nicola also reminded everyone of the PURPOSE of the VHC. The key point being:

**Improve conditions of life for the villagers.**

Nicola read out a few other key points that are summarised below as part of key roles and responsibilities.

### **5. Finances / Affairs**

At the next meeting the Treasurer will share a full report and a provisional budget on the VH finances.

In the meantime, Nicola recapped what we were informed by Alasdair at the AGM:

- Gill, under her tenure, applied for and received a £10k COVID recovery grant
- There is £15,949.30 in the TSB Current Account and £22,346.12 invested in Government Bonds. One of these bonds is due to come to fruition in 2021. There is £155.87 available in cash.
- The VH is fully insured and VHC must keep licences up to date.
- Mark and Nicola had a lengthy handover with Catherine and Alasdair (previous Chair & Treasurer) so are in possession of all paperwork
- All trustees will need to complete a declaration form to confirm that they do not have any previous offences and so are eligible to stand. Nicola will circulate copies of the form. Please return them to her as soon as possible.

### **6. Roles and Responsibilities**

Nicola shared a description of the key roles and responsibilities of the VHC members;

Trustees are 'the persons having the general control and management of the administration of a charity'

Trustees must always act for the good of the charity and its beneficiaries and comply with the terms of the governing document and any relevant legislation. They should act together in the administration of the charity.

Trustees should avoid conflicts of interest and declare if ever they have a vested interest in a committee decision, and withdraw from that discussion.

Good practice of the committee:

- Follow the Governing Document
- Attend meetings
- Act collectively
- Keep written minutes of meetings and decisions.
- The Treasurer must present a financial report at the AGM, and trustees should be aware of the state of the finances.
- Ensure that the property and committee are adequately insured
- Act with due care and prudence
- Ensure the property is maintained properly
- Keep the licences up to date.

Specific Roles (work in progress):

Chair

- To act as the representative of the charity and to ensure the effective operation of the steering group and its meetings.
- To chair the committee meetings
- To ensure that Charities Commission information is kept up to date

Vice Chair

- To stand in for the Chair as required

Secretary

- To issue agendas in advance of meeting and to take minutes of the meetings
- To keep people informed of our events and activities

Treasurer

- Day to day responsibility for looking after the money of the Wadenhoe Village Hall. The committee as a whole is responsible for deciding how funds will be raised and spent. Keeping accounts and report to the committee.
- Prepare annual accounts for presentation at the AGM
- Prepare and submit required information annually to Charities Commission (in conjunction with Chair).

Role of Bookings Secretary

- To confirm hall bookings, issue invoices and liaise with the Treasurer to confirm payment.
- Ensure that the website calendar is kept up to date.
- Liaise with hirers as necessary
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Ideally booking secretary should be a separate role from that of Secretary.

Raff has kindly agreed to keep updating the website for us.

Christina then ran through further activities which the VHC will be addressing over time and requested that everyone gave these things some thought in terms of both new ideas and also regarding where they felt their strengths lay.

- Fundraising ideas:
  - Deciding which events are successful and should be continued
  - New ideas
- Securing regular hire of the village hall
- Health & Safety guidelines and regular checks
- Planning for next spring/ summer: carparking / river access/ speed limits

## **7. The Fence**

It was agreed that the fence would be discussed in more detail at the next meeting. A two phased approach was discussed whereby actions directly relating to the presence of the fence would be addressed first and subsequently more time would be spent on the overall solution encompassing wider issues such as parking.

Nicola explained that the fence had been bought by the previous committee with VH funds so, once a decision has been made re whether it stays up or indeed comes down, we do own the fence so can do with it what we feel most appropriate.

## **8. Transparency**

It is a important to this VHC that transparency and sharing of information with the village communities should be a priority.

Various ways to effectively share all meetings was discussed; this included ideas such as: monthly summary in the Pink Sheet/ copies on notice boards/ website

AGM minutes will be pinned to the Village Notice Boards. AGM minutes will be posted as follows:

***Wadenhoe – Christina, Pilton – Craig and Frances, Achurch - Catherine, Wigsthorpe and Lilford – Justin, Stoke Doyle – Jan***

## **9.AOB**

Nicola requires addresses and dates of birth for all committee members and has asked for these to be shared with her privately by email.

In addition she has requested that all send:

- a) what they feel are their 3 priorities for the VHC to address and
- b) advise where individuals feel that their skills can most benefit the team.

Nicola is managing the VH admin email inbox ([admin@wadenhoevillagehall.com](mailto:admin@wadenhoevillagehall.com)) and she can be reached on that address as well as her personal email address.

**NEXT MEETING: TUESDAY 17<sup>th</sup> October at 7pm at Village Hall for socially distanced meeting.**

The meeting adjourned at 20:15