

Dated: Tuesday, 10th April 2018

The meeting commenced at 19:35 hrs

1. Present

Gordon Churchill (GC), Ian Divers (ID), Alan Drew (AD), Betty Geary (BG), Barry Richardson (BR), Brian Wheeler (BW), Richard Bird (RB), Marie Geary (MG), Fiona Thomas (FT).

2. Election of Officers

- a. Chair. There were no candidates wishing to stand for this position. Position vacant.
- b. Vice-Chair. Alan Drew (AD) stood again. Unanimously elected.
- c. Secretary. There were no candidates wishing to stand for this position. Position vacant. Marie is to ask a friend if she would come along to take the minutes of future Trustee Meetings.

3. Minutes of the Meeting on 9th January 2018

- a. The Minutes of the meeting on 09/01/2018 had been circulated and had been agreed as accurate.
- b. The minutes were adopted. Proposer: Alan Drew (AD), Seconder: Gordon Churchill (GC).

4. Treasurers Report

Fiona presented the first quarter 2018 accounts position as of today, as an addendum to the audited figures for 2017, which had already been accepted at the AGM.

Current status:

- Current account: £12,028.82.
- Scottish Widows account: £15,000 - interest paid into current account.
- Gold account: £5,091.48.

5. Chairman's Report

Ian (ID) was asked to be the temporary Chair for this meeting and to present the Chairman's Report. Ian thanked everyone for turning up and to our member of the public for taking the time to come along and participate. At the AGM, today, Sandie (SD) and Ian had not put themselves forward for election to the Committee of Management of the Birdham Village Hall Trust. This report was presented by Ian for continuity purposes.

- 1 **Yearly List.** Ian has produced a master document of Yearly things to do, by month. This should mitigate most surprise problems from occurring in the future. Anyone taking over the Chair will know what to do and when.
- 2 **Governing Trust Document.** During the financial audit we found that, to comply with legal requirements, there were several things that had to be completed before the audit could be issued. We had to provide:
 - a. Anti-Money Laundering documentation.
 - b. Anti-Terror Funding documentation (both of which (a and b) were also requested by CAF Bank, by coincidence, at the same time).
 - c. We were required to supply a 'notarised' copy of the Deed of Trust October 2008 which is the Governing Trust Document (GTD). This was located eventually.

- d. To comply with the legal requirements of this (GT) document:
 - i. All trustees upon election, or upon re-election, have to be given a copy of the GTD.
 - ii. All trustees upon election, or upon re-election, have to be given a copy of any amendments to the GTD.
 - iii. All trustees upon election, or upon re-election, have to be given a copy of the latest Report and a copy of the latest financial audit.
 - iv. All Committee members have to fill in the Committee Register; Name, Address, the date their term starts and (when the member leaves) the date of leaving. All members have to sign in the Register a declaration of acceptance and willingness to act in the trusts of the scheme.

3 **General Data Protection Regulations 2018.** Gordon and Ian attended a presentation in Pulborough relating to the new GDP Regulations. Sandie had arranged for a DP expert to give BVHT a presentation in the hall to everyone on the committee free of charge. Nobody replied to any email requests so the charity paid £60 for Gordon and Ian to attend a more generic presentation in Pulborough. Ian has started writing the GDPR Policy and implementing some of the immediate legal requirements already. Ian will present the training that Gordon and he received at Pulborough. This is not an optional course for the Trustees or the Employees, as it affects everybody at the hall including anyone hiring the hall.

4 **Policies and Procedures.** We have only found 1 P&P (07 from 2008??) registered at the Charity Commission. We have now generated an index of the minimum P & P that the Charity Commission believes we should have. We have master template documents. We have started writing the 5 most critical policies. All important. Only a couple of the 13 suggestions are not relevant to our Trust. This work is crucial and immediate as we are breaking the law in some cases and breaking the GTD in most cases!

5 **Chairs Actions from last Meeting.**

- a. AIRS. Now received the invoice for the 2018 membership to AIRS. It will be £144/year again. We have used them for the GDPR training and will probably need advice regarding some of the P & P. Renewal approved.
- b. Painting. The prices for the diamond matt paint we mitigated by a special price from the suppliers. The work is now complete. Closed.
- c. Chubb have supplied the paperwork for their recent inspection. Closed.
- d. Lighting in the disabled toilet and the bar area has been fixed/replaced. Closed.
- e. The damaged fences around the Hall were repaired and the £800 bill was paid by BPC. Thanks to David Siggs have already been emailed. Closed.
- f. Website will have the new prices updated tomorrow. Closed.

6. Secretary's Report

- a. The Secretary's report was read in absentia as Sandie was still in St Richards for the meeting.
- b. Invitation to attend a future Trustee Meeting sent to the lady that enquired reference booking for a Youth Club. Nothing heard back. Closed.
- c. Nothing to update from Parliament website.
- d. Sandie has typed up a report under AOB (8f.) and printed copies for you all to add to your discussions and your ideas about future opportunities for BVH.

- e. As a personal message from Sandie, 'I hope to be able to help in some small way in the future as a volunteer and it has been a pleasure working with you all. All the best for the future. Kindest regards, Sandie'.

7. Birdham Parish Council

The Birdham Parish Council update was presented by Barry, assisted by Richard.

- a. The Annual Parish Council Meeting will be held at 19:00 on Thursday 19th April 2018.
- b. Playground: all new equipment and fencing has now been installed, and the issues that were raised regarding some of the equipment have all been corrected.
- c. Hedges: the hedges round the village field have now all been cut.
- d. Village Ditch Network and Ponds: there are continuing discussions with WSCC regarding how these can be improved to reduce the risk of flooding.
- e. Community Resilience: a presentation was given in the Village Hall on the 26th March.
- f. A27: an update was given regarding the discussions that have been held at the BaBA27 Meetings, and everyone was requested to complete the questionnaire on the WSCC Web Site or in the Chichester Observer.
- g. GDPR: the Parish Council are also investigating how to implement this new legislation, but it is not thought that it will be as complex or onerous as first thought.

8. AOB

- a. Governing Trust Document 2008. The document has been found and the tenets are now being investigated and adhered to as required by the Trust document. All Members of the Committee of Management will now receive a designated pack of documents and will be asked to sign the stipulated Register of Members at election or re-election. Action: All.
- b. GDPR training. Ian volunteered to present the GDPR training from the AIRS presentation that Gordon and Ian attended in Pulborough. All Trustees and Employees are required to attend the presentation on 19th May. Action: All.
- c. Policies & Procedures. The Charity Commission has suggested several Policies and Procedures that should be produced by the BVHT as a bare minimum. The list was stated to the meeting. Ian will try to produce the most important P & P's as soon as possible. We have also just received an email from the Charity Commission this week regarding our legal obligations to Safeguarding. Action: Ian then all.
- d. Sussex Police. A presentation about scams. All Trustees agreed this would be very good for everyone in the village. Ian will try to arrange with the police officer in charge. The presentation is free of charge. Action: Ian.
- e. Website. Ian noted that the Web Master has not been informed of several events that have been held at the Hall since the New Year. Not only does it get the word out it also gives a history of what has been held at the hall. We are getting around 100 separate individual hits on the website every month, which is a good start for communicating what we are doing at the Hall. Most Birdham residents have the demographic of people that still use the internet and are not comfortable with Social Media. We have the Web site and we should maximise its use by putting all events on it. Action: Betty, Marie et al.
- f. Future opportunities for BVHT. Reminder that all where to investigate ways of making the Hall more attractive and relevant to the village. Sandie had done a lot of work relating to four different Halls in West Sussex, of different sizes and missions. The information that she had printed was passed around for perusal.

- g.** The BVHT was informed that there is a larger sum of money available from Birdham Parish Council than we were aware of. Application templates for any awards that will benefit or enhance the local community can be obtained from David Siggs at Birdham Village Council. We were informed that we should apply for several items, including:

 - i.** Relocation of the Social Club bar facility to its original placement in the Sandle Room, along with applying for the extension to be built to enable the Social Club to offer the necessary facilities to encourage all village people to renew or become members as they used to before the Social Club was moved to its current location. Action: Marie.
 - ii.** Install business level WIFI in the hall. To allow the hiring to Businesses that are avoiding us at present. Sandie has been approached by a Voluntary group looking for a venue. We had the car parking, the kitchen, Projector etc. It would have been every 6 to 8 weeks. They needed WIFI! So no hire. It will also allow the Council to use the internet for the BPC meetings and allow the newly relocated Social Club to offer an expected facility for a modern Social Club. Action: Marie
 - iii.** Spotlighting to be considered in the main hall. Artists are finally being attracted to the venue, but there is no stage lighting to allow them to be highlighted or differentiated from the audience.
- h.** There was a suggestion that the Car Park signs are not adequate for the overflow park. This will need to be investigated, corrected.
- i.** There is a need to engage younger people in the use and the running of the Village Hall. We need to consider ways of attracting new blood.
- j.** It was suggested that putting our meeting dates in the Parish Newsletter might be able to get our hall noticed by more people in the Village.
- k.** Concern was raised by Barry (BR) about the possible detrimental effect that the new Church hall facility may have on our existing Hall. Alan stated that he believed that the facilities would be complimentary and would both benefit the Village as a whole.

9. Date of Next Meeting

The General Data Protection Regulations presentation (as from AIRS) will be at the Main Hall on Saturday 19th May 2018, at 10:00hrs.

The next Trustee meeting will be held on Tuesday, 10th July 2018 at 19:00 hrs.

There being no further business, the Meeting Closed at 21:10hrs.