

Dated: Tuesday, 10th July 2018

The meeting commenced at 19:00 hrs

1. Present

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

2. Apologies

Brian Wheeler has resigned as a Trustee following the Carpet Bowls AGM. There was no one from the club willing to become a Trustee and so this slot has become vacant. Richard Bird was away on business.

3. Election of Officers

- a. Chair. Due to the Chair being vacant, and none of those present being able to take on the role, Alan Drew (AD) was elected Chair for this meeting. Until a permanent new Chair has started it was suggested and agreed that this role is performed on a rotating basis for each meeting.
- b. Secretary. Marie's friend is unable to help. Minutes taken by different people. This should be resolved asap.

4. Minutes of the Meeting on 10th April 2018

- a. The Minutes of the meeting on 10/04/2018 had been circulated and had been agreed as accurate.
- b. The minutes of 10/04/2018 were adopted. Proposer: Gordon Churchill (GC), Seconder: Barry Richardson(BR).

5. Chairman's Report

Ian (ID) was asked to present the Chairman's Report. This report was for continuity purposes.

- 1 **Yearly List.** Ian has produced a master document of Yearly things to do, by month. To be circulated. **Action ID**
 - a. **Governing Trust Document.** To comply with legal requirements we are required to supply a 'notarised' copy of any changes to the Deed of Trust October 2008 which is the Governing Trust Document (GTD). We have 90 days to send the changes from the date they are instigated.
 - i. Schedule part 1, has changed. There is no Birdham Nursery Group or Birdham Women's Institute.
 - ii. In schedule part 1, it lists the Birdham Village Social Club and this was also going to be removed. At the GDPR presentation the law was deemed not to apply as there are no members of the SC anymore and that the liquor license had been changed from the SC to just being a bar with public entry. It seems that this was a misunderstanding and the BVSC is still in existence but without members. SC was removed from the list to inform the Charity Commission.
 - iii. It has been agreed to change the date of the AGM from April. It is likely to be in May or June, but will be dependent on the date of the Parish Council AGM as this is when the Parish Council Trustees are allocated.

- b. Section 5.2 and 16.2 reference to staff. We have no records of the contracts of employment for either member of staff. It has to be investigated whether we are breaking the law by not supplying the workplace pensions for either.
- 2 **General Data Protection Regulations 2018.** The training was completed; those who did not receive the training at the presentation have been given the information package and therefore are considered to have been trained. We now have to implement the GDPR into everything, e.g. a new hiring agreement has to be constructed and printed asap. It was suggested that we investigate sub-contracting all GDPR work. **Action BR**
- 3 **Policies and Procedures.** We now have the backbones of the Policies & Procedures. There are some that are legally required, some that are required by the Charity Commission and some that are highly recommended by AIRS. We have an index which has the number of the P&P, a description, Author and status. There are 13 P&P's listed.
- a. **Alan Drew.** Alan will produce P&P's , 01 Health & safety, 02 Risk Management and 05 Safeguarding
- b. **Gordon Churchill.** Gordon volunteered to write a P&P, and was asked to write a policy 10 Volunteer Management.
- c. **Ian Divers.** Ian wrote these: 03 GDPR, 04 Electronic Privacy and Cookie, 06 Trustees, 07 Conflict of Interest, 08 Staff Employment, 09 Lone Working, 12 Complaints Handling and then 13 Banking and Investments.
- These are all very important, and an awful lot of time and effort has gone into producing them to get us started. They have to be changed/modified asap, and they should then be reviewed and accepted by the committee. From then on it is a case of annual review and change as necessary.
- 4 **Chairs Actions from last Meeting.**
None.

6. 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: £11,333.88
- Scottish Widows account: £15,000 - interest paid into current account.
- Gold account: £5,092.74

7. Secretary's Report

None.

8. Birdham Parish Council

The Birdham Parish Council update was presented by Barry (BR), assisted by Gordon (GC).

- a. A new councillor, Rachel Glover, was co-opted onto the Parish Council during the June Meeting.
- b. Children's Playground: the broken palings have been replaced and a new padlock provided for the double gates onto the field. There will be a RoSPA inspection of the playground during July.
- c. Community Resilience: the second meeting was held on the 11th June and the equipment provided by the Fire & Rescue Service has been received and stored in the hall.

- d. New Homes Bonus (NHB) and Community Infrastructure Levy (CIL): A meeting was held in June to discuss how this monies could be used. Applications for the NHB had to be received by mid-July.
- e. Bequeathed Land: a number of conifers have been cut down and removed as they were considered dangerous, and an amount of shrubbery has also been removed. Discussions are still being held regarding how this land could be used by the village, and this has included an initial meeting regarding the Communities Land Trust.
- f. Mobile Phone Mast: the Parish Council have written to the four main mobile phone networks regarding the possibility of having a mast installed in the village due to very poor quality signal/reception in the area.
- g. An application was received for a children's fun fair to use the village field for two weeks in August. Suggested rental and deposit (bond) amounts were provided but no further information has been received.
- h. Sustainable Tourism on the Manhood Peninsula (SToMP): the final report has been provided by the University of Chichester Business School, and an initial meeting to discuss and review the findings was held in Selsey on the 4th July. A follow-up meeting has been arranged for September.

9. AOB

- a. New location for the BVHT data. A data stick with the current files and templates was handed over to Barry. It will be copied to more than one secure location as per P&P 03 and P&P 04. **Action BR**
- b. New Charity Commission contact name to replace Ian. Gordon (GC) volunteered. The CC website has to be updated, and also remove Brian Wheeler from the list. **Action ID**
- c. New contact for CAF Bank and new mandate as a result of Trustee changes. Fiona is the new contact (FT). Forms to be sent off. **Action ID**
- d. Electric contract renewal. More invoice copies to be found and passed to Barry. **Action BR**
- e. Website. We are getting around 100 separate individual hits on the website every month, which is good. Most Birdham residents have the demographic of people that still use the internet and are not comfortable with Social Media. We have a comprehensive Web site like other successful Halls in Sussex. It is a professional looking site which is fully functional. It is a shame that the site is not appreciated more. Most Trustees do not appear to have looked at the site. It is now suggested that the Website is outsourced to a commercial concern and will include the new Church Hall in its prevue. **Action AD BR**
- f. It was discussed and decided to contact households in Birdham directly to advertise the vacant positions of Chairman and Secretary. Fiona (FT) mentioned that we should include a Treasurer position as at some point she will consider her options. **Action BR**
- g. The BVHT was informed that the Birdham Parish Council NHB/CIL fund applications all have time limits regarding when applications have to be received by, i.e. for the NHB funds it is July 2018. All applications require three quotes.
 - i. Conservatory/Relocation of the Social Club bar facility: a third quote is required and then a proposal/business plan can be produced. **Action MG**
 - ii. Install business level WIFI in the hall. It seems we have a phone line so just need connecting and a router with replicators. **Action BR**
 - iii. Spotlights in the hall. **Action AD**
- h. There is still a need to engage younger people in the use and the running of the Village Hall. We need to consider ways of attracting them. **Action All**

- i. Ian mentioned that each year the Committee has to write and inform the Scouts and the Carpet Bowls club that they are entitled to elect a Trustee to the Committee from both organisations.
- j. Ian mentioned that when the invoice for the Scouts is raised next January we can add a discretionary value (RPIX) each year. At the moment the amount is a nominal £100. Apparently it was agreed with the Scouts that the amount would remain constant for a number of years.
- k. Ian informed the Committee that the Birdham Village Resilience Group had now installed their equipment from the Fire and Rescue Service in the left hand cupboard in the Sandle Room. Front door and cupboard keys were supplied to Tim Firmston the liaison officer of the RG.
- l. Ian informed the Committee that the new pictorial advert in the Harbour Churches magazine has been approved and is a great improvement over the two lines of text used before.

10. Date of Next Meeting

The next Trustee meeting will be held on Tuesday, 9th October 2018 at 19:00 hrs.

There being no further business, the meeting closed at 20:30hrs.