

Dated: Tuesday, 16th April 2019

The meeting commenced at 19:01 hrs

1. Present

Gordon Churchill (GC), Alan Drew (AD), Betty Geary (BG), Barry Richardson (BR), Claire Mills (CM), and Ian Divers (ID)

2. Apologies Received

Marie Geary (MG), Richard Bird (RB).

3. Election of Officers

No action necessary this meeting.

4. Previous Minutes

The Minutes of the meeting on 22/01/2019 had been circulated. The minutes were agreed as accurate and were therefore adopted.

Proposer: Gordon Churchill (GC), Seconder: Barry Richardson (BR).

5. Chairman's Report

Alan Drew (AD) presented the Chairman's Report.

- a. Policies and Procedures (P & P's). All the Policies & Procedures as circulated to the Trustees on 30th January 2019, ready to be signed by the Chair on behalf of the Committee of Management. **Approval: Unanimous.**
- b. Nine of the P & P's so far identified have been signed off. A query was raised by Barry (BR) on P & P 13; the way that the finances of the Trust are not reflecting the new system of accounts and accountability. Ian (ID) explained that the Policy was written for the situation at the time. All P & P's are evolutionary, and P & P 13 would be due for amendment/change after the next AGM. Changes and additions can be described at that point and a version 13.1 would be approved and issued in due course. Three of the current signed P & P's clear our commitment with the Charity Commission, as, when checked in 2017, it was found that they were and are listed as completed on the Charity Commission Website. We have now made significant progress on our quest to put the Trust on a professional footing.
- c. There are four Policies and Procedures to be written. Risk Management, P & P 02, is very urgent as the Charity Commission are under the impression that this P & P was written and approved some years ago. **Action: Alan (AD).**
- d. Governing Trust Document. Ian (ID) produced Memoranda of Amendment, numbers 1 through 4.
 - i. It was noted and agreed that due to the serious nature of the Memoranda and the Governing Document, two designated signatories should be

- assigned to these documents. The Chair and the Treasurer were nominated.
Approved: Unanimous.
- ii. The first 3 amendments were accepted by the Committee of Management.
Approved: Unanimous.
 - iii. The fourth Memorandum of Amendment related to the need to change the date of the AGM is so that it is after the Parish Council AGM. The first Parish Council Meeting after the AGM is normally when the parish councillors are assigned to become Trustees of the Village Hall Trust. The Parish Council AGM is normally held in May or June. **Approved: Unanimous.**
- e. The updating of the ISP data allowing people to see who is the contact for our web site <https://birdhamvillagehall.org> is still outstanding. Ian and Barry will get together to transfer the details to Barry. **Action: Barry (BR), Ian (ID).**
 - f. The Chairman asked the Tower Youth Group (TYG) if they would be willing to supply a member to the Committee of Management. Claire Mills has agreed and is now the Trustee representative of the TYG. Everyone extended a warm welcome.
 - g. Poor wheelchair access to the hall: Alan (AD) has started looking at the feasibility of a ramp. That has now raised questions about a wooden or concrete structure. Further investigation of the regulations is required before we can proceed any further. **Action: Alan (AD).**
 - h. Key register and insurance requirements: Alan (AD) Alan informed the meeting that the current situation regarding keys and their allocation would not be acceptable to our insurers. This whole area now has to be addressed with urgency. A register is to be set up and holders will be required to read necessary paperwork and sign a register for each key. As part of this, the general security, the types of keys used, who is issued with keys are to be reviewed. **Action: Alan (AD).**
 - i. As part of 5h. above, the front door lock (and possibly the door itself) will need to be reviewed for insurance purposes and their requirements. Betty (BG) noted that the high-security lock was replaced with a standard Yale at some point in the past. It is understood that at least one hirer has cut an unknown number of front door keys for their club use. Due to this, changing the lock back to a high security lock is a priority, and Barry (BR) will contact local locksmiths to find out whether this is feasible. **Action: Barry (BR).**

6. Treasurer's Report

The Treasurer, Barry Richardson (BR) presented the accounts position as of 31st March 2019.

CAF Cash account:	£14,313.40
Gold account:	£5,097.73
Scottish Widows account:	£15,020.67
CCLA/COIF account:	£553.61 – (38.55 units).

- a. The mandates to change the signatories and addresses have now been completed for Scottish Widows and CCLA/COIF. An email has been sent out to all the Trustees explaining the different bank accounts and their balances and they will need to decide how to proceed for the benefit of the Trust. The precis: close the Scottish

Widows Account and transfer the money into COIF Income Units; transfer £5,000 from the CAF Gold Account into COIF Income Units (but not close CAF Gold account); then transfer from Income to Accumulation Units in the future so we receive 'interest on our interest'. Viz. If we invested £20,000 in Income Units (£15k from SW and £5k from CAF Gold) the annual interest would be approximately £660. The units are bought and sold Thursday of each week, so if we need our money (for any reason) then we would not need to give any notice and it would be available in approximately 7-10 days. The changes described in the email were approved and will be implemented immediately. **Approved: Unanimous. Action: Barry (BR).**

- b. The Treasurer has now completed changing all the contact details for Banks, suppliers, utilities etc., and we are now receiving correspondence using our Birdham Village Hall post-box address. Our regular payments are now made via Direct Debit.
- c. The new auditors, Watling & Hirst, contacted us for the necessary documents to support the annual audit; we had to request copy invoices from two of our suppliers. The audit has now been completed without any queries or issues, and the accounts are due to be issued to the Trustees soon.
- d. The income from the hire of the hall has increased by approximately £2,000.00 or around 15%, and costs for Repairs & Maintenance had increased by approximately £2,400.00 which was mostly due to repainting the hall.
- e. The Lenovo laptop that was in the Village Hall cupboard, is still being investigated by Barry (BR). Nobody can remember any of the passwords for the laptop or any of the software installed. Further searches of the boxes in the Village Hall cupboard will be conducted. **Action: Barry (BR).**

7. Secretary's Report

None at present.

8. Birdham Parish Council

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

- a) The Parish Council budget has been passed onto Chichester District Council.
- b) The District Council Local Plan has allocated up to 125 new homes to be built in Birdham. The Parish Council opposes this plan and a response has been sent to CDC.
- c) The three ponds, Kingfisher, Triangle and Village will all be looked after and maintained by the Manhood Wildlife and Heritage Group for 3 years. They request that local residents take over the maintenance after that. At present they are waiting for the water in the Kingfisher and Village ponds to reduce to the point where excess silt can be removed.
- d) The Parish Council is to instigate a 'Heritage Trail' in Birdham. It is to highlight some of the places to visit in the Village. It will start and finish at St. James Church.
- e) The A Parish newsletter is due soon. It was suggested that the BVHT ask whether an A4 insert could be included in the next Parish Newsletter, which could include items on the Social Club, Amateur Dramatics, etc and a schedule of the regular groups, clubs, etc that use the Village Hall.
- f) The Parish Council is proposing an 'all weather' path for the playing field.
- g) The goal posts for the playing field are now in abeyance. The Parish Council are investigating some all-weather multi-use equipment.

- h) The replacement goal posts for the playing field are temporarily in abeyance, and the Parish Council are investigating whether a Multi-Use Games Area is something that could be installed on the field.
- i) The current Parish Councillors have been re-elected. Our three Parish Council Trustees are Gordon Churchill, Barry Richardson and Graham Campbell.

9. AOB

- a) BT Broadband installation: This was successfully installed and tested on 15th March 2019. Discussion by Trustees about accessing Wi-Fi decided that:
 - i) A notice about the Wi-Fi SSID (Network name) would be displayed in the Kitchen along with the basic password that can be changed whenever it is deemed necessary. **Action: Barry (BR).**
 - ii) The Tower Youth Group do not allow the children to take mobile devices into the Hall, so they have the opportunity to interact with other people. It was suggested by Claire (CM) that a Guest account was unnecessary at this time and this was agreed by those present.
 - iii) Should any Business hirer require access, they can be given the SSID and password as part of the hiring process. Agreed by all. **Action: Barry (BR).**
- b) Marie (MG) raised concerns at the January 2019 meeting over the entrance door to the Social Club. This requires two bolts to be added to stop external crowbar access. No update at present. **Action: Marie (MG).**
- c) A discussion about involving younger people in the running of the Birdham Village Hall Trust was revisited. Claire (CM) mentioned that Older Scouts and other Youth Groups still promote the Duke of Edinburgh scheme and part of that is to do voluntary work in the community. This is to be investigated further. **Action: Claire (CM).**
- d) Electricity: We still need further quotes from other suppliers. Also, to obtain quotes for installing and running a gas based central heating system. **Action: Barry (BR).**
- e) Broken fire door in the Sandal Room. The Fire Brigade will be invited to check our fire doors. No update at present. **Action: Marie (MG).**
- f) Alcohol licence: Due to questions raised by Chichester Council Licensing Department regarding correct alcohol license requirements for the Birdham Village Hall, a review of the Alcohol licencing was scheduled for this evening. Alan (AD) had previously contacted Marie (MG) and was informed that the only licence is held in Marie's name on behalf of the Birdham Social Club. Barry (BR) had requested for the Committee of Management to view the current licence held by Marie (MG) this evening. This will now be scheduled for the 8th July 2019 Trustee meeting. The importance of having all the relevant, current licencing information to hand is crucial to help the Management Committee ensure that the legal obligations of the Trust are being met. **Action: Alan (AD).**
 - Conservatory/Relocation of the Birdham Social Club bar: Three quotes have been obtained by Marie (MG) and thanks were extended for her help. Barry (BR) believes that a proposal, which includes a business plan, will be required to be presented to the Parish Council for any funding requests. It may also be necessary to provide market research regarding the potential future membership of the Social Club.

Claire (CM) noted the following points:

- It was suggested that the BVHT should consider purchasing equipment for the use by the Youth Club and other groups, eg. pool table, table tennis table, to help attract and keep teenagers.
 - Claire (CM) updated that the TYG and the Scouts have all got very good facilities for teenagers and further noted that once they get to their early teens; engagement in anything drops off considerably.
 - Alan (AD) suggested that perhaps a Café would fit the village needs better? It was felt this may not be practical as there is already a café in the new St James Community Centre. Further investigation and discussions required; MG also to update further. **Action: Marie (MG).**
- g) Spotlights for the hall: We now have two quotes for lighting. A basic 2 lamp system and a more expensive system (£1698) that can control not only the amount and direction of light but the colour temperature too. The consensus was for the more expensive system to be investigated further as this may help attract potential Wedding bookings and hopefully encourage the creation of a local Amateur Dramatics Society in Birdham. **Action: Alan (AD).**
- h) Chairs: There was a short discussion about the state of the chairs stored in the main hall. It was suggested to bring the Gold chairs to the front of the storage to spread the wear and tear. It was decided that any old or damaged chairs should be culled and disposed of. Collective memory thought that the total number of chairs to be removed would be around 20. Agreed by all. **Action: Barry (BR).**
- i) It was requested that regular hirers could have their contact information added to their entries on the Web Site. This was agreed as not being a problem. Any information given to the Web Master can be uploaded in a couple of days. Information is to be passed to the Web Master. Agreed by all. **Action: Barry (BR).**
- j) Due to the amount of work now required for the Trust to promote and organise various business ideas and options, Alan (AD) suggested setting up a 'Working Party' of 3 or 4 volunteers to oversee the processes. Trustees would be used initially, but we would involve younger volunteers as soon as practicable. Agreed by all. **Action: Alan (AD).**

10. Date of Next Meeting

The next meeting is the **AGM** and will be held at **19:00** on **Monday, 8th July 2019**

The next **Trustee Meeting** will be held afterwards at **19:30** on **Monday, 8th July 2019**.

There being no further business, the meeting closed at 20:42 hrs.