

Dated: Monday, 8th July 2019

The meeting commenced at 19:25 hrs

1. Present

Alan Drew (AD), Betty Geary (BG), Barry Richardson (BR), Marie Geary (MG), and Ian Divers (ID).

2. Apologies Received

Gordon Churchill (GC).

3. Election of Officers

Chairman: Alan Drew

Treasurer: Barry Richardson

Secretary: None standing. Ian Divers (ID) to take minutes for the coming year, when available.

4. Previous Minutes

The Minutes of the meeting on 16/04/2019 had been circulated. The minutes were agreed as accurate and were therefore adopted.

Proposer: Barry Richardson (BR), Seconder: Betty Geary (BG).

5. Chairman's Report

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

- a. Past problems with the housekeeping of the Committee have been resolved and the Trust is now on-track (and caught up) with our legal responsibilities to the Governing Document and the Charity Commission.
- b. Policies and Procedures (P & P's). All nine Policies & Procedures as circulated to the Trustees on 30th January 2019, have been signed by the Chair on behalf of the Committee of Management. In addition, although the Chair is very busy at present, he has committed to finishing the Risk Management Policy and Procedure 02 for approval at the October Trustee meeting. **Action: Alan (AD).**
- c. Governing Trust Document. Ian (ID) has updated the Document with the Charity Commission to reflect the current structure of the Trust hirers.
- d. The Tower Youth Group (TYG) representative Claire Mills (CM) has identified at least one person from the Birdham Scouts to be their representatives. The names will be available when the email addresses have been verified. **Action: Claire (CM).**
- e. Poor wheelchair access to the hall: Further investigation of the regulations is required before we can proceed any further. **Action: Alan (AD).**
- f. Key register: The Chair informed the meeting that the keys register is in abeyance until a more secure front door access solution can be installed. **Action: Alan (AD).**

6. Treasurer's Report

The Treasurer, Barry Richardson (BR) presented the accounts position as of 9th July 2019.

Bank Accounts

- a. Scottish Widows: the account has been closed, and the balance of £15,015.72 has been used to purchase additional units in the CCLA/COIF Income Units.
- b. CCLA/COIF: As well as purchasing additional Income Units, we will be opening an Accumulation Units Accounts and purchasing £10,000 of units. It is likely that the Income Units will be transferred to the Accumulation Units in the future. The Treasurer will inform us of the interest received when we receive notification from the bank.
- c. CAF Bank: We are applying for Mastercard Business Cards for the Chairman and Treasurer to minimise the use of personal credit cards to make payments for goods and services for the BVHT. **Action: Barry (BR).**

Balances at 30th June 2019

• CAF Cash Account:	£15,535.45	
• CAF Gold Account:	£5,099.66	
• CCLA/COIF:	£15,629.15	(Income Units)
• Scottish Widows:	£0.00	Account Closed

- a. Electricity: We have attempted to contact a Heating Consultant to review the possible options, e.g. gas, solar panels but, so far, without success. **Action Barry (BR).**
- b. We have been contacted regarding the renewal of the current contract with SSE which is due for renewal in December 2019. **Action Barry (BR).**
- c. Broadband: Unfortunately, there has not been time to set up a new password and produce a handout detailing the connection details; this should be soon. **Action Barry (BR).**
- d. Laptop: The passwords for the Lenovo laptop were finally found after much searching of files & paperwork. I (BR) have been working with Ian (ID) to update/renew the necessary software. All of the required documentation files have now been transferred to the laptop so that it is all held centrally. I would envisage that the laptop will be stored in the Hall so that it is accessible to all trustees, but until we have agreed on the allocation of keys it will kept at my home.

7. Secretary's Report

None at present.

8. Birdham Parish Council

The Birdham Parish Council update was presented by Barry (BR).

- a. The Parish Council Chairman is now Timothy Firmston.
- b. All of the parishes on the Manhood Peninsula have joined together to form the Manhood Peninsula Action Group, MPAG, to object to the high number of new homes being suggested for the peninsula in the Local Area Review.
- c. There are funds available, at the moment, from the New Homes Bonus, and the parish councillors are contacting local community groups, eg Scouts, regarding any requirements; they are also reviewing the playground equipment requirements for the younger children.
- d. The Parish Council has instigated the 'Heritage Trail' in Birdham. It highlights some of the places to visit in the Village. It starts and finishes at St. James Church. Leaflets are available.

- e. Parish Councillors have recently been re-elected. Our two Parish Council Trustees are Gordon Churchill and Barry Richardson. There are two further available positions for Parish Council Trustees that are unfilled at present.
- f. The annual inspection by RoSPA of the playground equipment has been carried out, and apart from a few minor issues, everything is OK.

9. AOB

- a. The Hall hiring charges for 2019/20 have been frozen again due to the uncertainty in the present economy. The Hall Charges sheet will be updated to show the new years of validity. A change to the wording of the Bar availability. **Action: Ian (ID).**
- b. The Scouts rent for 2019/20 will remain at £100 for the year. Although staying the same it is noted that we reserve the right to increase the rent in future years by the rates stated in the contract. **Action: Barry (BR).**
- c. The figures for the 2018 audit are to be updated on the Charity Commission website. This year it will be done by Gordon (GC), Barry (BR) and Ian (ID). They will get together as soon as possible. **Action: Ian (ID).**
- d. Working Party: First meeting held in April 2019 with Alan (AD), Barry (BR) and Ian (ID) attending. Two main topics.
 - i. Arts Festival in conjunction with St. James Centre as a Festival of Arts & Culture in Birdham. Alan (AD) has a contact who helps organise an event like this for the village of Deddington. It is growing year on year. It is aimed at the children and that is used to hook the adults into the event. For our festival Alan (AD) has suggested that perhaps starting with three days between the Village Hall and the St. James Centre. The Art in the Aisles is running out of space and this could be the initial core of the project. People at St. James are now aware of our idea and seem quite keen to be part of the whole project. This could become an annual fundraiser to the benefit of the whole village from 2020. It was decided that the Working Party should pursue this further. **Action: Alan (AD).**
 - ii. The Social Club/Café area. There was a second meeting between Alan (AD), Barry (BR) and Marie (MG). It was noted that due to the current lack of support for the Club it has been deemed prudent to hold the Club in abeyance for the time being, pending a relaunch at some later date. Such a relaunch would be after more consideration of the future direction of such an enterprise and may entail the co-opting of a Business Manager to help Marie with the paperwork side of the proposals that will have to be produced to procure adequate funding of any future venture. The current stock is being run down. Various alcohol licencing options are to be investigated. **Action: Marie (MG).**

10. Date of Next Meeting

The next **Trustee Meeting** will be held at **19:00** on **Monday, 14th October 2019**.

There being no further business, the meeting closed at 20:25 hrs.