

Date of Meeting: Tuesday 28th May 2019 (19:00 hrs)

Location: Carlton Scroop Village Hall

1. **Present:** John Cairns (JC): Rachael Seng (RS): Karen Barrett (KB): Louise Burn (LB): Neil Gray (NG): Tom Williams (TW): Peter Hall (PH): John Somerville (JS).
2. **Apologies:** None
3. **Transition APC-New Trustees (Presentation):** JS gave a brief power-point presentation to review the history of the village hall site, the events associated with the recent period of control by Ancaster Parish Council and the actions which resulted in the return of control to the villages and the formation of the new committee.
All present expressed their thanks to JS for leading the successful campaign and to all those who supported those efforts by attending the public meetings in Ancaster.

Minutes of the Extraordinary General Meeting held on 19th November 2018 are required to be signed by the members of the new committee to record their willingness to act as trustees. (Section 12 of the Scheme for the Regulation of the Charity)

Retrospective minutes will be produced by TW for signature at the next meeting. **TW**

Brief notes to assist trustees with familiarity with their responsibilities will be produced for review at the next meeting. **TW**

4. **Appointments:**
Formal nominations and confirmatory votes resulted in the following appointments:
Treasurer – Neil Gray
Secretary – Rachael Seng
Chairperson – John Somerville
Vice Chairperson – John Cairns
5. **Financial Matters:**
The charity is currently non-compliant with the financial reporting requirements of the Charity Commission (No accounts have been filed since 2007).
TW reported that during an informal telephone discussion with a representative of the Charity Commission it had been confirmed that on-line nil-returns could be filed for years during which the charity had been dormant.
NG confirmed that if this information was correct he would seek to complete the necessary returns for the years that the charity has been dormant. This action was supported by a unanimous vote.
NG asked for all the necessary documentation to be passed onto him to initiate this process.
JS confirmed that he would pass on the documents he had. **JC**
NG proposed that when access to information the information relating to the existing bank accounts has been achieved, a statement of accounts for the last year will be produced and filed to return the charity to full compliance. **NG**

The measures required to regain access to the charity's existing bank account were discussed. This needs to be progressed as soon as time permits.

6. Maintenance and Insurance of the site:

Maintenance: It has been confirmed that Ancaster Parish Council (APC) have removed the village hall site from the list of properties for which they arrange grass cutting. It was agreed that it would be desirable to seek a reversal of this policy.

Mr Andy Newton has kindly cut the grass since then on several occasions.

Members of the committee confirmed that they were happy to carry out the mowing on a rota basis but felt that retaining a regular periodic cut by contractors would be advantageous. It was noted that the grass-cutting at the village hall was previously undertaken by APC before they took control of the charity and that it would not be unreasonable to request that this be reinstated.

JS confirmed that he would approach APC on the issue

JS

Insurance: TW confirmed that he has arranged for the village hall site to be insured. He entertained concerns that the cover offered by APC on their existing policy until June '19 might not be upheld in the instance of a claim as the site was no longer under their management. As Trustees the new committee have a level of personal liability for the site and the provision of suitable insurance will help to significantly limit that liability.

The insurance has been arranged with Chapman and Stacey Underwriting (Broker: Thompson & Richardson). Policy No. Cs/LIAB4650264.

(The cover is for Emp Liab £10M: Public Liab £1M: Products Liab £1M)

Cover commenced on 12/03/19 and is due for renewal on 11/03/20.

7. Future Plans:

The initial priority is to return the charity to a position of financial compliance with the Charity Commission. This will remove the potential for the Charity Commission to take possession and dispose of the site. It will also enable discussions and formal approaches to apply for a revision of the area of benefit and the charitable aims to allow the continuing use for amenity of the site in the absence of a village hall building.

NG suggested that the committee need to hold regular, or at least periodic, social functions to generate some community interest and to provide a level of funding sufficient to sustain the charity.

This was enthusiastically agreed and it was proposed that a village BBQ/picnic be arranged on the site. A provisional date of 31st August was agreed.

TW asked if a site could be agreed for positioning the Jubilee bench that was purchased out of the proceeds from the village jubilee party. A central position at the rear of the site was agreed. TW confirmed that he will arrange for the bench to be placed in position as soon as he was able.

TW

Dogs fouling the site was identified as an issue. This makes the site less useable for children to play and is unpleasant. It was agreed that some signs to prohibit the use of the site as a dogs' toilet would be advantageous. PH confirmed that he would arrange for some to be made and put up. **PH**

The existing fence along the frontage is unsightly and it would be nice to replace it. Cost-effective ways to source suitable materials were discussed and RS confirmed that she would approach a friend who could sometimes arrange access to good quality 'seconds' fencing materials. **RS**

Longer-term plans for the possible provision of a modest building on the site and the re-canvassing of opinions from the villages for the site's permanent use were discussed. The very commendable detailed survey performed by the previous Village Hall Committee was noted and it was felt that this should be used to assist any further consultations.

8. Invitation to APC and Ancaster Parochial Council:

JS confirmed that these organisations need to be formally approached and invited to propose a representative each to join the committee.

In consideration for his continued help and support a strong preference for Andy Newton to represent APC was stated.

JS will approach the organisations and seek appointees. **JS**

9. Next Annual General Meeting (AGM):

JS confirmed that the rules for the administration of the charity require that an AGM be held each year (in June or as soon thereafter as possible). As the transfer of administration to the current committee has only just been completed it was agreed that the first AGM should be held in June 2020. At this meeting the usual procedure of retirement and re-selection/reinstatement of committee members will be applied.

10. A.O.B.

The venue (Carlton Scroop Village Hall) was agreed as a suitable venue for the ongoing meetings and the date for the next meeting was set for 19:00 hrs on Tuesday 25th June.