

Marden Village Trust
Meeting of the Management Trustees
Monday 30th January 2017 at 7.30pm Community Lounge
Minutes

Mr. Robin Brook welcomed everyone.

1. Apologies – *There were no apologies.*

Present – Paula Barrett (PB), David Bennett (DB), Robin Brook (RB), , Neil Clark (NC), Len Day (LD), Geoff Nash (GN), Wendy Steadman (WS), Stephen Vicery (SV), Dan Stretton (DS), , Veronica Wright (VW). Chris Wathen (CW) in attendance.

2. Notes of Management Trustee's meeting held 16th January

Taken as read.

a Public forum. No members of the public present.

3. Matters arising not on the agenda

There were queries about reading the accounts. Time will be set aside at the next meeting to explain how the accounts are constructed. (DB)

4. Registration of the Charity with the Charity Commission was noted.

Trustees signed the declaration of willingness to stand as per 8.2 of the constitution..

5. To note submission of Annual Return (attached) / Update of trustee details

DB has submitted the Annual Return.

RB has updated the trustee information

RB has uploaded the revised constitution

6. To note copy of signed constitution (attached)

All trustees have a signed copy of the constitution

7. To receive certificate of registration as a charity (distributed at meeting)

A certificate was received by everyone

8. Treasurer's report

*There has been very little change in the Financial position over the four weeks since the AGM. The bank balance stands at £6957.23 which reflects a healthy cash flow even taking into account that an invoice for approximately £1900 relating to shared costs is due covering the 4th quarter 2016
Trustees then agreed that a contingency fund should be established. (see 12c)*

9. Bookings secretary's report

It is hoped to have yoga classes as of March

There are bookings for birthday parties and a christening. Typical revenue for these would be £60.per booking

10. To note any correspondence received by Secretary

None.

11. Feedback on previously circulated information:

a. Role of Trustees

RB emphasized that it is the role of the trustees to question and ensure due diligence, governance and the upholding of the charity's aims and objectives. LD agreed to be the lead for this.

b. Indemnity for trustees

It was agreed that this should be investigated, (See 12a).

c. Psychology of meetings

This was general information which Robin thought would help new and old members to the committee to ensure the meetings were as positive and successful as possible.

12. Upcoming items: to note & identify leads for future action:

a. Indemnity for trustees

GN agreed to investigate this and bring forward proposals for a future meeting. RB will forward information he has from initial contacts.

b. Revision of hiring contact

NC agreed to lead on this. RB and DB to forward information they have.

c. Review of hire charges: *DB distributed comparative information on hire charges for our hall and similar halls in the area. In addition, DB reminded the Trustees that a previous undertaking had been given to undertake a two stage increase in hire charges but that only one rise had been implemented. DB / RB to lead. The trustees discussed at length the issues that this information raises in terms of comparisons with other facilities, differential charges, incentives and hire periods.*

d. Review of shared costs:

DB distributed a list of shared costs. The methodology behind the setting of these charges is not available. The trustees agreed that further work should be undertaken on these a) to rationalise the charges and b) to negotiate a reduction. (DB / RB)

e. Tidying / Rationalisation of storage.

PB / DS to lead on this. A date will be set to coincide with the Freighter for groups with items in the cupboards to assist in this. Groups with items stored will be notified of this and invited to take part and advised that otherwise the trustees will tidy their storage area for them. In addition, it was agreed that the two storage rooms would be rationalised. CW advised that in discussions with the Academy, CW was advised that the store room off the main hall was mainly ours. As part of this process, DB, PB and CW will update the inventory.

f. Planned maintenance

DS / SV will look at all aspects of maintenance

g. Review of cleaning arrangements

This would be included in the new hire agreement and the shared costs negotiations.

h. Review of constitution

There are some anomalies in the constitution. GN / LD will look at this and present at a future meeting.

i. Consideration of support to New Facilities Working Group (NFWG)

It was agreed that we must make sure any work/fundraising must be aimed at enabling the two groups and ultimately the two facilities to work positively together.

j. Additional items

None were felt to be forth coming at this early stage

13. Items for Regular Users:

a. WI; requests for two additional kettles

This was requested because the boiler is very slow. As a first step, the urn will be cleaned (CW) If following that it is felt that a/ two kettles are need so that hot drinks can be served at the beginnings of meetings, then a (good) kettle(s) will be purchased.

b. Gardeners;

c. History;

d. Pre School;

e. Other Groups.

There were no comments from the other groups and it was felt that this section was not needed as all trustees are working for the community.

14. Date and time of next meeting.

6th March at 7.30pm

Signed: Dated: