

The Marden Village Trust

Minutes of the meeting of the Management Trustees

Tuesday 30th May 2017 at 7.30pm at the Community Centre

1. **Apologies** - received from Len Day and Veronica Wright
2. **Declaration of interests** - Dan Stretton is now a Academy governor.
3. **Adoption of draft Minutes of Management Trustee's meeting held 21st April 2017 (Attached)** - These were signed
4. **Public Forum** – There were no members of the public present.
5. **Matters' arising not on the agenda:**
 - a. The key safe: Planned to go on brick pillar facing door. RB has emailed Maggie at the Academy but has had no reply and will email again.
 - b. Repairs to Roof Ridges: Academy has advised that Stanleys will be given another chance to repair the roof then the job will go to another builder. This is now becoming urgent as undertaking the repair work would be sensible during the school holiday.
 - c. The cleaning of the hall has been re arranged and is now cleaned straight after school finishes for the day.
 - d. Deep clean of the toilets has been arranged by Chris
 - e. Kitchen will not receive a deep clean at this point as it is not used for food preparation regularly.
 - f. Revised Hire Rate; RB will contact regular user groups to inform them of the price rise starting 1st July.
6. **Pressure on availability and Future Plans:** Following detailed discussion, RB will sound out Thursday evening Pilates and the Badminton group about giving up one Thursday a month to make way for a youth club.
7. **Proposal to set up a Face Book page:** It was agreed to do this. PB and CW agreed to set up and act as Moderators.
8. **Grant Application:** RB took the meeting through the grant application for reflooring the community lounge, redecoration of the community lounge and installing Broadband totalling £ 5,242 that has been submitted to the Parish Council. RB explained that originally the grant application had been requested by the Clerk for May but then had not been discussed. The grant application might be discussed at the June meeting or, better still as both he and DB are away for the June meeting, the July meeting.
9. **Replacement Trustees:** Jess Tidball has been approached by RB to be co-opted as the Church representative, Jess is awaiting a discussion at the next Parochial Church Council .

Donna Gough had been approached by Nick. Paula agreed to approach Donna again and sound her out.

10. Treasure's Items:

- a. Treasurer's report - £169 was received from the quiz night. The treasurer explained why the MVT is holding this money on behalf of the NFWG and this was agreed.
- b. Discussions have taken place with the Pre-school and it was agreed that they should pay £4,700 a year (previously £3,300) in 2 instalments. This will be for 47 weeks and 7 events.
- c. Chris Wathen was given a cheque for £120 to cover expenses; this will be reviewed after July. RB to draw up a new job description.
- d. To consider adoption of draft Standing Financial Instructions (Attached) - These were agreed and adopted.
- e. Progress on changing bank account – The bank account is being changed to Santander but they require the personal details of all of the trustees. This was agreed to on the understanding that no one would receive any unasked for correspondence. RB to action

11. Bookings secretary's report: CW - There is another fitness booking for Wednesdays.

12. To note any correspondence received by Secretary: No correspondence.

13. Any other Business :

- a. Agreed that it would be a good idea to have a meeting with the New Facility's Working Group as we are working to the same end. DB to formally invite MVT to next meeting
- b. Paula Barrett enquired where the extension lead had gone.
- c. Pre-school asked if they could replace their 2 sheds with 1 larger one, using the same foot print. Agreed.
- d. The large round tables in the alarm cupboard are not used and get in the way so they are going to be donated to Bromyard Rugby club. DS
- e. The partition doors won't open, DS will speak to a locksmith.
- f. The vacuum cleaner power cable has been damaged, it has been sent for repair and new pat test.

14. Items for next agenda:

- a. Revised Hire agreement
- b. Revised job description for Bookings Secretary
- c. List of policies to be written.

15. Date and time of next meeting. – 7.30pm on 18th July

Signed..... Date.....