

The Marden Village Trust

Draft Minutes of the meeting of the Management Trustees

Tuesday 18th July 2017 at 7.30pm at the Community Centre

1. **Welcome: JT had sent apologies**
2. **Apologies** - received from Paula Barrett, Jess Tidbell, Dan Stretton
3. **Declaration of interests** - None.
4. **Adoption of draft Minutes of Management Trustee's meeting held 30th May 2017** were adopted with the following amendment noted: 'That the budget for 2017 proposed by the Treasurer was agreed'.
5. **Public Forum** – There were no members of the public present.
6. **Matters' arising not on the agenda:**
 - a. The key safe: RB advised that had received a reply from the academy, They are seeking the view of their insurance company. RB to follow up after the holiday if no response in the interim.
 - b. Repairs to Roof Ridges: RB has been advised by the Academy that another contract has been let for this repair work. As yet no start date is available. RB to follow up as concern expressed that work unlikely now to be carried out during school holiday.
 - c. Deep clean of the toilets: Planned in for August.
 - d. Revised Hire Rate; RB contacted hirers. No comments received. New rates implemented 1st July 2017
 - e. The Treasurer tendered his resignation with immediate effect due to potential conflict of interest arising with his new role as Chair of the Parish Council. Resignation accepted. RB to formally acknowledge and consider alternative arrangements.
7. **Consideration of Revised Hire Agreements:** With amendments as attached, this was agreed in principle. RB to amend and email round for one further week for comments.
8. **Consideration of proposed new job description for Bookings Secretary:** RB took the meeting through the draft revised document. This was agreed. RB to produce final copy and arrange for signatures
9. **List of Policies Required:** The list was discussed. It was agreed that Code of Conduct of Trustees and Grievance Procedure should be added as top priorities. RB to amend.
List will now be updated to show that Bookings Secretary job description and Hire Agreement have been revised and agreed
10. **Grant Application:** RB explained that at the Parish Council meeting in July, he and DB had to declare an interest and left the meeting. In DB's absence, the PC had been chaired by Councillor Fraser and had been unable to reach a decision. In addition the PC had requested additional estimates and sight of such. Subsequent to the PC meeting RB has provided this to the Clerk of the PC. The PC had also asked for the estimates to be discussed in public. RB has declined this as it is commercially sensitive information. The Trustees supported this decision.
Further more, the PC requested detailed information regarding hourly hire rates of hirers. In

discussion with the Treasurer, RB has also declined this as being an inappropriate request. RB had also expressed to the Clerk concerns that information being requested of the Trust was not as stated on the grant application form and was not required of other applicants for grants. It is understood, although not confirmed, that the grant application will be on the PC agenda for the 31st July meeting.

11. **Report on the joint meeting with the NFWG and CEO of HALC.** RB took the Trustees who were not present at the meeting through what had been a very positive and helpful meeting. A new way forward is emerging that will also provide the opportunity to free up the use of the Community Lounge and the Small Meeting Room for use by the Community. This item will be agendered for future meetings.
12. **Request for Extra Hours for the Preschool.** As from September, preschools are required to offer 30 hours per week. The Trustees discussed the impact of this which relates to the two afternoon groups: Whist on a Monday every week and Over 60s on the 1st and 3rd Thursday. The trustees acknowledges that this was a long standing problem. However, there are no immediately obvious solutions. It was agreed that PB should discuss with the Academy regarding the possible use of the Academy hall for those two afternoons. Further options of seeing if there was any availability at either Bodenham or Sutton, or the chapel / church / village pubs could be explored if necessary as could asking if the two clubs would consider meeting on a Tuesday or Wednesday.
13. **Date of AGM;** It was agreed to hold an AGM on Monday 2nd October at 7.30pm in the Community Lounge. CW has made booking. RB will undertake necessary publicity
14. **Treasure's Items:** As attached
15. **Bookings secretary's report:** CW – during the summer, bookings are quiet but holding up.
16. **Secretary reported that no correspondence had been received.**
17. **Any other Business :**
 - a. CW to purchase new items of First Aid kit and place on top of cupboard in kitchen. Noted that can not contain likes of antiseptic creams and wipes etc
 - b. LD asked for an explanation of the Safeguarding issue: RB explained that unlike Sutton Community Centre which has its own front door, separate from the school, we share a front entrance and toilet area and in order to get into the school hall, the children have to come into the shared area. In addition, the partition between the hall and Community Lounge is not secure and nor is the kitchen to Hall hatch secure. These are the issues that OFSTED are concerned about. It is nothing to do with an 'almost event' that occurred two years ago regarding two members of the public being in the community centre whilst the Brownies / Guides were having a 'sleep over. The trustees agreed that the safeguarding issue must be discussed again with the Academy, reminding the academy that they are the Landlord, and the structural alterations necessary are the responsibility of the Landlord, not the tenant. However, the trustees do not wish to be unhelpful and so are willing to look at possibilities for obtaining grants to help with the capital costs, particularly as it is believed that the Academy cannot bid for education capital in order to fund the necessary work.
 - c. In the light of the above discussion, it was agreed that as from September, the Trust should ask for regular monthly meetings with the Academy. In addition, it might be helpful if the Academy were asked to provide a representative to attend the meetings.
18. **Items for next agenda:**

- a. Agenda for AGM
- b. New Trustee to act as treasurer
- c. Regular meetings with Academy
- d. Report back of grant application
- e. Big maintenance issue: Blown double glazing, heating, hot water to kitchen.

19. **Date and time of next meeting.** – 7.30pm 4th September 2017

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