

The Marden Village Trust

Draft Minutes of the meeting of the Management Trustees

Monday 4th September 2017 at 7.30pm at the Community Centre

1. **Apologies** - received from Wendy Steadman
2. **Declaration of interests** - None.
3. **Adoption of draft Minutes of Management Trustee's meeting held 18th July 2017** were adopted.
4. **Public Forum** – There were no members of the public present.
5. **Matters' arising not on the agenda:**
 - a. Major Maintenance Items & Possible Grants.: It was noted that the sealed units in the Community Lounge appear to require replacement
The fire doors also are getting to the stage that repeated repairs are leading to them needing to be replaced. It was agreed that at that point it would be sensible to arrange for the doors to be able to be opened from the outside as this would provide an entrance directly into the Community facility.
 - b. Repairs to Roof Ridges: These have been done over the summer period and paid for.
 - c. Deep clean of the toilets: Carried out as planned and paid for.
 - d. Preschool extra hours: Noted that the Community Centre could not accommodate this. The preschool is however making alternative arrangements.
 - e. % Responsibility for Bills: A document itemising this was distributed.
6. **Revised Hire Agreement**: Agreed to adopt with further amendments: **RB to liaise with CW**. However, noted that until the issue with Santander is resolved, the new agreements can not be implemented.
7. **Draft Policies** on :
 - a. Code of contact
 - b. Complaints
 - c. Safeguarding and Vulnerable adults were noted.
It was agreed these would be adopted pending any **further comments emailed to RB prior to next meeting.**
8. **Grant from Parish Council.**

The grant was confirmed during August
New flooring has been laid. PB thanked as was Clive Chambers for doing a great job
Decoration of Community Lounge: due to the delay in the Parish Council considering the grant, scheduling the decoration of the Community Lounge is now problematical.
RB suggested that the decorating could be a DIY effort even if people had to sign a disclaimer. Trustees discussed this and agreed to see if a working party could be organised and the decorating done over a series of weekends. **PB / CW to phone round some possible 'helpers'**.
Installation of Broadband: This is underway. (since the meeting it has become apparent that there is an added complication as the line / number is still registered under Hereford County Council although the VT pays the bills! RB is discussing this with HCC and BT.)

9. **Meetings with the Landlord:** It was agreed, on the basis of the difficulty in arranging the repair to the roof and other matters that **RB would approach the Academy** to suggest that either a representative attends the Village Trust Meetings or that a monthly meeting between two Trustees and the Academy is planned into diaries. If there is nothing to discuss then the meeting can always be cancelled.
10. **Feed Back from NFWG meeting 24th August:** RB advised the meeting that the NFWG are working up a short / medium term proposal that complements the agreed long term aim. It is anticipated this will be taken to the October Parish Council Meeting.
11. **Arrangements for AGM: 2nd October**
It was agreed that the business of the AGM needs to be kept short.
RB will do a brief Chair's report and include a summary financial statement
Agreed no need for Secretary's Report
LD reminded the meeting that it had been agreed that as this was the first year of the new constitution and election of Trustees has yet to be sorted out, the existing Trustees would stand for 18 months.
RB pointed out that in that case, assuming DS wishes to continue, there is space for at least four more elected trustees. Two more can be co-opted. RB asked all, particularly PB if they could see if 'new blood' could be identified and particularly someone who can take on the financials.
12. **Financial Report**
RB presented a summary income and expenditure analysis showing a small surplus of income over expenditure for the month. It was however pointed out that due to the very 'lumpy' cash flow the Village Trust experiences, there is not much that can be deduced from this.
RB then reported on the progress re changing bank accounts to Santander. There now appears to be an issue that Santander have said they need to carry out a due diligence exercise on the Parish Council as the PC is the Custodian Trustee.
RB suggested that this was all getting far too complicated and perhaps we should just stick with RBS. **RB to discuss with RBS.**
13. **Bookings secretary's report:** CW – Bookings steady during the summer,. Beginning to build.
14. **Secretary reported:** In absence WS had reported no correspondence had been received.
15. **Any other Business :**
- a. Key Safe: RB will chase up where this has got to
 - b. Hot Water to Kitchen Sink: Paula / Chris to contact electrician to get him to have a look and provide a quote
 - c. Pre School have requested to leave equipment in the corner of the Community lounge. Trustees agreed that this was ok
 - d. RB to post hire charges in corridor
 - e. Paula / Chris to buy new broom and dustpan for floor. Trustees agreed that at the moment additional mopping equipment would not be purchased as do not want to encourage people to start getting the floor wet (and slippery). Cleaning instructions to be put up in Kitchen CW.
 - f. Once Community Lounge is redecorated Trustees will review the possibility of paying for a Caretaker / odd job person.
 - g. RB to discuss with Playing Field Trustees the future of the Playing Field Trust.

16. **Date and time of next meeting.** – To be agreed at AGM on 2nd October 2017

Signed..... **Date**.....