

The Marden Village Trust

Draft Minutes of the meeting of the Management Trustees

Tuesday 7th November 2017 at 7.30pm at the Community Centre

1. **Welcome to new trustee:** RB and the trustees welcomed Bill Wright: RB will send BW various documents and policies relating to his trusteeship.
2. **Apologies** - received from Dan Stretton
3. **Declaration of interests** - None.
4. **Adoption of draft Minutes of Management Trustee's meeting held 4th September 2017** were adopted.

Two questions raised at the AGM were then discussed:

- A question of a financial nature: This was responded to by the previous treasurer
 - A question relating to the names on the title deed held by the Land Registry: RB informed the Trustees that he had contacted the Land Registry and discussed this. Their advice was that it would have been better if the previous trustees had registered the title under the name of Marden Village Trust. Then there would be no issue about trustees resigning / stepping down. However, that had not happened but in any case, the Land Registry did not feel it was a significant issue. They further advised that the only way of changing the Registry was to go through a conveyancing process. RB had then sought legal advice and been advised that the likely costs of this would, (excluding registration fees) be in the order of £900 for each party. The Trustees discussed this and agreed that in the light of the advice from the Land Registry, the expenditure of probably £1800 of VT money could not be justified. It was therefore AGREED to take no action on this matter at this moment in time.
5. **Public Forum** – There were no members of the public present.
 6. **Matters arising not on the agenda:**
 - a. Meeting with representatives from the Academy: So far no response to offer made. RB will try again.
 - b. Key safe: Now up, AGREED that each regular user will have their own number. CW will put a key into the safe prior to the event and after the event, the group will replace the key and scramble the key pad. CW to explain to groups on an individual basis: There was further discussion as to whether all keys currently in circulation should be withdrawn. It was agreed that at this stage, it was better to get the new system up and running and then consider whether a general key recall was necessary.
 - c. Hot water to kitchen sink: This is now working after a new thermostat was fitted. CW to investigate whether a timer switch could be fitted so that the hot water is not left on.
 - d. Playing Field Trust: RB reported that he had made an offer to the Playing Field Trustees of a merger with the Village Trust. As there has been no response it was AGREED to let the matter lie.

7. **Additional Signatures for Bank Account:** It was AGREED that~:

- i. Maggie Hopkins (see 9)
- ii. Len Day
- iii. Veronica Wright

will be added to the list of signatures. RB to arrange.

8. **Treasurer / secretary post:** RB offered to continue as minutes secretary: AGREED
RB pointed out that MVT currently do not have a Treasurer and that was the one post that we must have. However, it did not have to be someone with accountancy qualification, but accountancy experience obviously helped. BR then moved to item (9) as a proposal to resolve this issue.

9. **Co-option of additional trustees.:** RB reminded the Trustees that the Trust was able to co-opt two trustees.

RB proposed that:

- Maggie Hopkins should be co-opted: Agreed
- Angela Sasso be approach for co-option: AGREED.

RB then asked Maggie Hopkins if, given her background she would be willing to take on the role of treasurer: AGREED

10. **Adoption of Policies on :**

- a. Code of contact
- b. Complaints
- c. Safeguarding and Vulnerable adults.

It was AGREED to adopt these three policies.

11. **Progress on Projects funded by Grant from Parish Council:**

- Flooring: Thanks to Paula for arranging and accommodating were noted. All comments so far positive. Trustees discussed the marking caused by the chair stacks. After much discussion of possible options, it was AGREED to leave things as they are for the time being and monitor. It was AGREED that a wooden batten against the skirting may help keep the chairs off the newly painted rail. RB to purchase
- Painting: now almost finished. Again, thanks to Paula for finding a decorator who was willing to work to our timetable and thanks to Paula for working around the decorator.
- WiFi: now operational. Trustees discussed whether parental control option should be activated on router. RB to re look at instruction manual. Trustees AGREED that there was nothing to be gained from / no way of restricting access and so a notice for the hub name and Password would be put up. RB to action. RB pointed out that as it is a BT hub it also doubles as a public hotspot. RB and CW are keen to get an article in the next News and Views to see if there is interest in Fastershire running Computer and Internet Awareness Course. RB to action.

12. **Financial Report:** RB presented the income and expenditure reports for September and October. It was AGREED that in terms of management data, the reports told little. LD AGREED to liaise with MH to see if they could, by looking at a twelve month's worth of data, at least develop an expected income prediction against which, expenditure could be monitored. RB to pass information over to LD.

13. **Booking Secretary's Report;** CW reported that bookings remained steady

14. **Correspondence Received:** None

15. AOB; RB related the key points of a Community Funding Conference he had attended during October. The key points being:

- a) Lottery grants for new builds for Community Centre (in Hereford) were now not being countenanced.
- b) Place like Marden should be focusing on what they have and working to maximise, improve and modernise, and build community awareness.

In relation to the work of the NFWG this message had necessitated the fundamental change in direction as discussed at the previous meeting whereby it was now acknowledged that at least in the medium term, a new build was unaffordable and therefore, the focus had to be on the existing Community Centre.

RB took the Trustees through a meeting he had had with the Head of the Academy the day before. The purpose of the meeting was to discuss the issues arising from the proposal to relocate the Preschool. The key issue being that the whole point of the proposal was to enable the Community to regain the use of the Community Lounge and Small Meeting Room during the week days. The impact of this on the Academy would be that this would result in the general public being in the building during school hours. Such a situation was not acceptable to OFSTED in terms of safeguarding. RB then presented an option that he and the headteacher discussed which would achieve the Community Centre being self contained.

RB drew the Trustees' attention to clause 17 of one of the lease documents that allows the school (Academy) to impose such rules on the Village Trust as are reasonably necessary (as opposed to rules that are reasonable) to ensure that the safety and wellbeing of the children is protected at all times. If the Village Trust is unable to comply with such rules, the school (Academy) may exclude the Village Trust from the use of the building during times specified by the school (Academy) until such times as the Village Trust is able to demonstrate compliance. RB assured the Trustees that neither party wants to reach this position. However, if the relocation becomes a viable and pursued option, then the Safeguarding issues become very real.

Cost, ie who pays is clearly a challenge since the VT are tenants and it is unusual for tenants to be expected to pay for structural work to a building they occupy. However, likewise, the Academy are tenants of Hereford County Council. In addition, the Academy has been advised by the Education Funding Agency that any bid by the Academy for funds to undertake such work would not be agreed. It may be that such costs, (along with revenue support to make good lost income from the Preschool as previously discussed would have to be forthcoming from the Parish Council.

As a complicating factor, if the relocation does not go ahead, (which is being led by the Parish Council), then whilst undertaking this work might be advantageous, as the safeguarding position would remain as is, there would be little justification in undertaking it.

At the point that it becomes clear that the relocation could in principle go ahead, then RB and the Headteacher of the Academy agreed that the next steps would be to obtain professional advice and costings of the proposed option (s) and then arrange a joint meeting with Hereford County Council (as the over-all landlord)s.

In order to gauge whether there is support from the community /parishioners for the principle of relocating the Preschool, self containment and previously discussed major maintenance issues, including the probable implications on the Parish Precept, RB tabled a proposed questionnaire to go out with the next News and Views. The questionnaire was discussed, amendments noted and AGREEMENT to go forwards with the questionnaire was given. RB to action.

16. **Date and time of next meeting** – Wednesday 10th January: 7.30pm ; Community Lounge

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