

The Marden Village Trust

Minutes of the meeting of the Management Trustees

Wednesday 7th March 2018
at 7.30pm at the Community Centre

Present: Jess Tidball (JT) Len Day (LD), Robin Brook(RB) (Chair) Maggie Hopkins (MH) Chris Wathem (CW) in attendance

1. **Apologies** - received from Dan Stretton, Veronica Wright, Paula Barrett, Bill Wright
2. **Declaration of interests** – None
3. **Adoption of draft Minutes of Management Trustee’s meeting held Wednesday 10th January 2018** were adopted.
4. **Public Forum** – There were no members of the public present.
5. **Fastershire:** CW advised that only two responses have been received and Fastershire’s minimum number is eight.
The trustees agreed that this was a bit disappointing as installation of WIFI was at the request of parishioners indicating that computer literacy sessions would be appreciated.
CW agreed to re canvass people.
6. **Maintenance:**
 - a) **Cleaning:** CW has put in a lot of work with the Academy and the billing for materials is now split as it should be.
CW has also undertaken a stock take of cleaning materials. RB proposed that in future, the bills relating to cleaning materials for shared areas should be split along the lines indicated by the Academy, ie 68% / 32% **MH**
 - b) **Toilets for Disabled;** The Trustees discussed the quote passed on by the Academy for £1,207 inc. VAT. Taking into account the cost split of 68% to 32%, this would leave the VT with a bill of £386. It was felt that the solution proposed by the Academy was unreasonably complex and expensive. That the Academy (female) staff use the toilet as the Academy has no staff toilets of its own was not felt to be an issue for the VT. The Trustees felt that a pragmatic and affordable solution that would not potentially compromise the use of the facility by a disable person was to leave the cistern where it is in the roof, and replace the chain, handle, clamp and shank. **JT and CW agreed to obtain quotes** (NOTE: since the meeting, the Trust has been informed that only the Academy may obtain quotes for work to the shared areas. The Chair has thanked the Academy for offering to obtain further, more realist and affordable quotes)
 - c) **Replacement Feet for Chairs:** CW agreed to try to identify suppliers of the chairs and contact them regarding a quote.
 - d) **Partition:** The Trustees expressed concern that the door to the partition is not able to be secured. In addition, the sound baffles at the top of the partition broke some time ago and had to be removed to enable the partition to open / close. A previous

estimate to have the partition serviced was in the order of £500. RB advised that in discussions with a parishioner who had experience in working in the field of sound proof partitions. A like for like replacement was likely to be many £k . The Trustees felt at an alternative solution based on UPVC patio type doors with a side blanking panel might be feasible and may be considerably less expensive. **LD to follow up.**

7. **Feedback from Community Facilities Group:** RB informed the meeting that the Community Facilities Group had emailed a spreadsheet asking for facilities and possible activities to be listed. This had been done and returned. The Trustees expressed disappointment that the proposed way forward that would have seen the Community Centre freed up and returned to a position of day time availability for the community seems not to have been supported by the Parish Council.
8. **Charity Commission Annual Return:** RB advised that he had updated as required. As our income last financial year was under £10K we are not required to file our accounts. However, for next financial year, as a result of the grant a full return will be required unless the Charity Commission can be persuaded that the grant should not be included in income.
9. **Further Consideration of Results from Questionnaire:** It was agreed that whilst the information collected from the remainder of the questionnaires was valuable in informing the trustees, since it referred to possible improvement work it would be considered at the time that improvements / grants were being considered.
10. **Proposed Coffee Mornings:** JT advised that a coffee morning has been booked for Saturday 19th May 10.30 – 12.00. The trustees agreed that the VT would help to facilitate these by offering the slot at a reduced rent of £15.00 inclusive. It was agreed that an important aspect of these mornings was to get the Village to socialise. **RB agreed to write to the secretaries of each regular user group to see if they would be prepared to host an event perhaps one per month.**
11. **Safeguarding:** RB reported that as the proposal to relocate the preschool thereby bringing the facility into use by the general public during the day time (7) is not going ahead, the position regarding Safeguarding remains as it was.
12. **Treasurer's report.:**
 - a) see item 6a
 - b) MH tabled the financial information covering income and expenditure (attached) for the months of December, January and February. It was noted that the bank balance appears higher than might be expected due to the remains of the grant money yet to be spent. **RB to email MH grant application form**
There appears to be outstanding invoices re Whist and Pilates: **CW & MH to liaise.**
RB raised the payments received from the Parish Council: **CW & MH to liaise.**
 - c) Revised signatures for cheque book: noted as being in hand.
 - d) Electronic Banking: noted as being in hand.
13. **Booking Secretary's Report;**
 - a) Key Safe: CW to bring proposed protocol back to next meeting: **CW**

14. Items for Next Meeting:

- a. Key Safe implementation: **CW**
- b. Revised Hire Forms: **RB**

15. Date and time of next meeting. – Wednesday 18th April 2018: 7.30pm Community Lounge.

Signed: R BROOK..... Date 18TH April 2018