

The Marden Village Trust

DRAFT Minutes of the meeting of the Management Trustees

Wednesday 26th September 2018
at 7.30pm at the Community Centre

Present: Robin Brook (RB) (Chair), Len Day (LD), Bill Wright (BW), Paula Barrett (PB), Jess Tidball (JT), Chris Wathen (CW) in attendance

1. **Apologies** - received from: Maggie Hopkins, Veronica Wright
2. **Declaration of interests** – None
3. **Adoption of draft Minutes of Management Trustees' meeting held Wednesday 30th May 2018** were adopted with the following changes: the word 'that' to 'the' and the addition of the word 'then', both at 6a
4. **Public Forum** – There was one member of the public present who raised points relating to the co letting of the Centre on Youth Club nights, the possible problems of noise (c/f item 8 c of Agenda) disturbance to other lettees, the number of young adults in the Community Lounge now that the approach of winter means outside is no longer available and Safeguarding issues. Following discussion, it was agreed that CW would email RB with some possible alternative dates for the other party and that RB would write to them requesting that they consider moving to an alternative night or location for one meeting per month. It was noted that this would also address the Safeguarding issue and enable the Youth Club to book both the Community Lounge and the Hall.
5. **Complaint Received re Pre-School equipment being left out at Village Show:**
 - 5.1 RB advised the meeting that he had returned from holiday to find a number of messages left on the phone by a person RB was unable to identify, stating that the situation regarding the storage of Preschool equipment in the Community Lounge and the corridor was unacceptable. It was not clear whether this person was an official representative of the Gardeners' Club and RB stated he had received no formal complaint.
 - 5.2 PB explained that the situation had arisen through a breakdown of communication between her staff and offered to apologise. RB stated that as there have been no formal complaints regarding Pre-School activities for some time now, he did not want this matter to escalate and that if he was approached formally by the Gardeners' Club he felt as the booking was with the VT he should apologise on behalf of the VT.
 - 5.3 In future, PB and CW agreed to liaise over bookings that might need all the Community Lounge floor space (such as the upcoming Mc Millan coffee morning) and PB will ensure that the equipment is cleared.
 - 5.4 The storage of the cabinet and sand tray in the corridor was also discussed. On the grounds that although signed as a fire exit, since the corridor is not the main fire exit from the Community Lounge and the risk of the main fire exit being blocked by fire is considered minimal, the risks relating to the storage of those two items in the corridor is minimal. However, it was noted that both are

on castors and should be locked / secured to the wall to ensure they do not become dislodged in an emergency situation and become a hazard. If necessary PB will move them into the hall.

6. Postponement of AGM:

6.1 In recognition of the personal circumstance of one of the Trustees it was agreed to reschedule the AGM to Wednesday 28th November 2018 at 7.30pm in the Community Lounge. **CW to book Community Lounge**

6.2 RB explained that due to copy dates for News and Views, the October date would be in the current issue. RB to put notices on the parish notice boards and on the night, a notice on the door.

7. Maintenance:

- a. Lights in Hall and Outside: These will be attended to in the next few days.
- b. Heating: CW reported that this issue had been resolved although PB commented that first thing in the morning the building is very cold sometimes.

8. Items for Next Meeting:

- a. AGM: Planning
- b. Key Safe Implementation
- c. Feed back on grant application (RB should be advised 10th October)

9. **Date and time of next meeting.** – Wednesday 17th October 2018: 7.30pm Community Lounge.

Signed: R Brook..... Date 17th October 2018