

**Redlake Valley Village Hall Committee Meeting**  
**12th November 2013**  
**Minutes**

**Present:** Di Cosgrove, Patrick Cosgrove, Simon Jameson, James Middleton, Christine Rogers, Jim Rogers, Peter Sherman, Becky Whitton

**Apologies:** Ian Campbell

**Minutes from previous meeting and matters arising:**

These were approved (proposed JR, seconded BW)

Christine pointed out that spare glasses were not kept in the store cupboard as room had been found in the kitchen to store all glasses and crockery, and cupboards were now labelled for ease of use.

**Treasurer's Report** (attached in full at the rear of these minutes):

Jim made the general points that with £772 available for expenditure there were no particular issues to report other than the cost of wood pellets have risen considerably, but the heating system still creates a net gain over energy costs

**Hall Hire Fees:** These were discussed again and this time there was general agreement to trial waiving hall hire fees for certain group. Jim agreed to email draft criteria for comment and once this had been finalised, Becky would place it on the website. The trial period would last for up to twelve months from 1st December and then be reviewed. Christine will place a notice to that affect in The Redlake and the Clun Chronicle.

**ACTIONS JR/BW/CR**

**Piano:**

Becky was given approval to seek out and purchase a second-hand piano up to the value of £350.

**ACTION BW**

**PRS and PPL Licences**

These are required and Jim is already making payments for both via PRS.

**Car Park Lighting:**

James has procured the necessary bracket and when his electrician next visits he will fit the lights after which a signing-off letter can be sent to the Big Lottery fund. Peter confirmed that there was no need to repay any money.

**ACTIONS JM/PS**

**Christmas Party**

Becky, Di and Christine are working together to arrange this:

- ODAS and the artists will look after decorations
- The Gun Club will put out tables

- Becky is still looking for an entertainer
- Effort required all round to sell tickets

## **Trust Deed Document**

Patrick explained that Shropshire RCC's advice was to stay with the original (1962) format but to request approval for desired changes from the Charity Commission.

**The following changes to the Trust Deed were agreed and unanimously approved.**

Clause 1 (1)

**Present wording:** The property hereby conveyed (hereinafter called “the Trust Property”) shall be held upon trust for the purposes of a Village Hall for the use of the inhabitants of Chapel Lawn and the neighbourhood (hereinafter called “the area of benefit”) without distinction of sex or of political, religious or other opinions, and in particular for use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants

**Proposed amendment in italics and underlined:** The property hereby conveyed (hereinafter called “the Trust Property”) shall be held upon trust for the purposes of a Village Hall primarily for the use of the inhabitants *permanently resident in the Chapel Lawn Ward and Obley Township* (hereinafter called “the area of benefit”), but also the neighbourhood, without distinction of sex or of political, religious or other opinions, and in particular for use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.

(As an aside, it was noted that this amended wording potentially precluded the appointment of a nominee from Clun Town Council, but if that were ever required, it could be agreed using the power in Clause 3 (4) to co-opt up to two additional members).

**This was unanimously agreed by a show of hands**

### **CLAUSE 3 (3):**

**Present Wording:** Up to eight Representative Members of the Committee may be appointed by such appointing organisations as are set out in the Second Schedule and their names shall be notified by each appointing organisation to the Secretary of the Committee. They shall, except in the case of such members appointed to fill casual vacancies, be appointed before the Annual General Meeting in any year for a term of office commencing at the end of the Annual General Meeting next after their appointment and expiring at the end of the Annual General Meeting in the following year and (except as aforesaid) an appointing Organisation shall not appoint more than two members in respect of any such term.

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**This was unanimously agreed by a show of hands**

## **SCHEDULE 2 – REMOVAL OF ORGANISATIONS THAT NO LONGER EXIST (IN RELATION TO POWERS WITHIN CLAUSE 4 TO APPOINT ADDITIONAL MEMBERS)**

Schedule 2 currently names four organisations as examples of those that may propose trustees to represent them (subject to committee approval). These are:

The Trustees of the New Invention Methodist Church  
The Trustees of the Obley Methodist Church  
The Chapel Lawn Parochial Church Council  
The Committee of the Rifle and Social Club

**It was unanimously agreed by a show of hands** that, subject to Charity Commission approval, the Trustees of the New Invention Methodist Church and the Trustees of the Obley Methodist Church should be removed from Schedule 2 without any attempt to contact these organisations because they are known to be defunct and the premises converted to private houses many years ago.

## **SCHEDULE 2: Example Organisations**

As a signal to other organisations operating in the neighbourhood, and in order to be able to comply with Clause 4 of the Trust Document if required, it was agreed that the list of organisations in Schedule 2 should be enlarged as follows (to include a slight revision of the official title of the Gun Club)

Chapel Lawn Women's Institute  
The Offa's Dyke Astronomical Society  
The Redlake Valley Artists' Association  
The Redlake Valley Community Benefit Society  
Chapel Lawn Parochial Church Council  
Chapel Lawn Air Gun Club

**This was unanimously agreed by a show of hands**

## **Clause 13 (2)**

**Present Wording:** All inhabitants of the area of benefit of eighteen years of age and upwards shall be entitled to attend and vote at the Annual General Meeting.

**Proposed amendment in italics and underlined:** All inhabitants of the area of benefit of *sixteen* years of age and upwards shall be entitled to attend and vote at the Annual General Meeting.

**This was unanimously agreed by a show of hands**

Patrick will write to the Charity Commission requesting that these be approved.

**ACTION PC**

### **EMERGENCY PROCEDURE (Charity Commission approval not required)**

It was agreed that it was more appropriate to modify this and regarded it as rapid decision procedure because a dire emergency that required immediate action could not easily be catered for by procedure.

**Wording drafted by this committee on 5<sup>th</sup> September:** In the event of a rapid decision being required that cannot wait until the next scheduled meeting, and it not being possible or appropriate to convene a meeting of the trustees, the preferred approach is that the chairman plus two of the other three officers agree the necessary action, preferably by meeting in person. In the event of the chairman not being available, two officers plus one other trustee may agree the action. The financial limit for expenditure arising from such actions is £tba.

**Proposed amendment in italics and underlined:** In the event of a rapid decision being required that cannot wait until the next scheduled meeting, emergency action not having already been required, and it not being possible or appropriate to convene a meeting of the trustees, the preferred approach is that the chairman plus two of the other three officers agree the necessary action, preferably by meeting in person. In the event of the chairman not being available, two officers plus one other trustee may agree the action. The financial limit for expenditure arising from such actions is no greater than *whatever sum of money is in the contingency fund at that time*. Examples of such instances might be a appointing a locksmith after a break-in-storm damage or a plumbing leak.

### **AOB**

It was agreed that Di would investigate new table cloths.

**ACTION DC**

### **Date of Next Meeting:**

Tuesday 18th February 2014 at 7.30 pm

**Redlake Valley Village Hall  
Interim Financial Report 12<sup>th</sup> November 2013**

Starting Balance 1<sup>st</sup> May 2013 **£6077 (£1589 less lights)**

**Income**

Hall Hire	£410
RHI	£223
Feed in Tariff	£1074
Entertainment	£149
Donations etc	£88
Interest	£5
Restricted	<u>£0</u>
	<b>£1949</b>

**Comments:**

WI paid for 18 months, election  
Redlake Artists  
Spring quarter  
Winter, spring and summer  
  
Badass Weeds, Flicks  
  
CL Walk  
Interest rate fall to 0.7%

**Expenditure**

Electricity & Water	£157	
Wood Pellets	£690	3 tonnes (12 months)
Insurance	£344	
Maintenance & Sundries	£355	Glazing panes £270
Subscriptions & Fees	£198	Performing rights, website & SCC
Capital Items	£680	Noticeboard
Restricted	<u>£4488</u>	Car park lighting
	<b>£6912</b>	

**Interim Balance 12<sup>th</sup> October 2013** **£3114**

Less ring fenced items	<u>£392</u>
Non Ring Fenced Funds	<b>£2722</b>
Contingency at end of year	<u>£2000</u>
<b>Available Funds</b>	<b>£722</b>