

Minutes of Upton Bishop Millennium Hall Management Committee Meeting Wednesday, 31st August 2022 at 8.00pm

Present: Olivia Boon (OB), Elaine Powell (EP), Katie Wallace (KW)

Apologies: George Pendlebury (GP), Angela Walker (AW), Mike Tyers (MT)

Minutes of Committee meeting held on 18th May 2022: All agreed as correct and signed by KW.

Minutes of Committee and Trustees meeting held on 31st May 2022: All agreed as correct and signed by KW.

Minutes of Committee meeting held on 6th July 2022: In the absence of GP and MT, agreeing the minutes is postponed until the next Committee meeting.

Project list: A draft project list was outlined by EP. All agreed this could be a useful reference for next year's Committee's. EP to summarise the project list.

Action: EP.

Correspondence matters arising: All correspondence received was discussed. EP and MW to attend Much Marcle Memorial Hall launch of their new energy system on 21st September.

Community Use of Hall: OB reported the PC, PCC and WI are also discussing community use of the hall. Times, activities and organisation of the suggested spud evenings were discussed and Wednesdays from 3pm-6pm was identified as the best regular time available, although there are other possibilities. The hall calendar is up-dated monthly and this shows possible alternatives. Activities and organisation would be up to the individuals organising and attending these sessions. KW asked that the Fastershire Grant be considered.

Trust Deed: A letter from DP on behalf of the former Trustees was received by KW and read out. The former Trustees preference is for the hall documents to be vested with the Official Custodian (Charity Commission), as this would give a better administrative solution by removing the necessity to change documentation when Holding Trustees change.

The Trustees hope that the Trust Deed can be up-dated in time for the AGM. The former Trustees request that the AGM ensures the Official Custodian is appointed and the wording to protect the Parochial Church Council's use of the hall is incorporated in the up-dated Trust Deed. The former Trustees have stepped back from their role but remain willing to be a source of advice.

All discussed the former Trustees letter. KW proposed, OB seconded and all agreed to engage the solicitors recommended by Community First to up-date the Trust Deed, adopting the new model deed, appointing the Official Custodian and ensure the PCC interests are incorporated, as per paragraph 21 of the current Deed. KW to liaise with the PCC to ensure their approval. KW proposed, OB seconded and all agreed to incur the costs of engaging the solicitor to up-date the Trust Deed and register the Official Custodian with Land Registry.

All expressed their thanks to the former Trustees and wish to formally thank them at the AGM.

Action: KW.

Management Committee Vacancies: As the AGM is in October, all agreed to wait until then to fill the current vacancies on the Management Committee. A note is already in the Chimes and EP will put posters on the noticeboards and send to CN for the village website.

Action: EP

Preparation for AGM: All discussed the AGM and agreed the agenda. EP to prepare a draft agenda poster for the Committee's approval and ensure this is post on the noticeboards and website a month before the AGM. EP also to prepare a notice asking for those interested in joining the

Management Committee to apply by 4th October. The election process for the Management Committee, circulated prior to the meeting, was discussed and agreed. An induction pack and hall information folder is being prepared which will hopefully be of assistance to new Committee members.

Action: EP.

Finance: All discussed and agreed the Treasurer's report. As GP could not attend, the Accounts for year ending 31st December 2021 and Sports; Charity Commission return; and Sports and Social Fund were not discussed. Concerns regarding cost of energy were discussed and will ask GP's advice and add this item to the next agenda.

Buildings and Maintenance: All matters arising were discussed. The risk assessment checks have been carried out. BN coming on 5th September to check and fix the fire door which was reported as stiff to open. The key projects identified by this Committee have been completed and all agreed that new projects would continue to be noted and wait for the incoming Committee to work on.

Bookings: The bookings report, circulated prior to the meeting, was discussed and no matters arising.

Communications: Notices for The Chimes, village website and noticeboards were agreed.

A.O.B.: none

Date of Next Meeting: Wednesday, 28th September at 7.00pm