

The West Stockwith Gertrude Morris Memorial Hall

Registered Charity Number: 228098

Minutes of the Meeting of the West Stockwith Gertrude Morris Memorial Hall Charity held on Tuesday 10th January 2023 at 7.30pm in the Gertrude Morris Hall.

Present: Cllrs Beecroft, Cruickshank, Downes, Hauser, Nixon, Chair: Cllr S Harford, and Secretary D Harford.

Cllr Downes proposed that the chair of the parish council should undertake the role of chair of the charity. After a discussion, the chair agreed with the proposal, which was then seconded by Cllr Cruickshank and agreed by all.

1. APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF INTEREST

None

3. MINUTES OF PREVIOUS MEETING

3.1 Meeting held on Thursday 5th January 2023

The secretary presented the minutes from the last Transfer of Ownership meeting held with the previous Village Hall Committee on Thursday 5th January 2023. He explained that all the outstanding actions will be managed going forward in Section 4.

He added that a Transfer of Ownership document had been signed by the village hall committee and the secretary on behalf of the charity.

Resolution: Noted.

4. MATTERS ARISING FROM PREVIOUS MEETINGS

4.1 Transfer of Ownership Meeting – Outstanding Actions

4.4.1 Utility Bills Paperwork

4.4.2 HSBC Account

4.4.3 Parking Permit Process (Software Copy)

4.4.4 Caretaker/Cleaner

4.4.5 Village Hall Deep Clean

4.4.6 Facebook Page

4.4.7 Fire Extinguishers

4.4.8 Bingo Machine

The secretary stated that he will update the councillors at the next meeting.

Resolution: Noted.

5. CORRESPONDENCE

None

6. OTHER MATTERS FOR CONSIDERATION

6.1 Village Hall Policies

The secretary presented the new draft policies for the charity to authorise.

6.1.1 Car Parking Permit Process

Cllr Beecroft proposed that the above policy be adopted, which was seconded by Cllr Downes.

Resolution: Secretary to formalise the document on behalf of the charity.

6.1.2 Data Protection Notice

Cllr Hauser proposed that the above policy be adopted, which was seconded by Cllr Nixon.

Resolution: Secretary to formalise the document on behalf of the charity.

6.1.3 Data Retention

Cllr Cruickshank proposed that the above policy be adopted, which was seconded by Cllr Downes.

Resolution: Secretary to formalise the document on behalf of the charity.

6.1.4 Financial Procedures

Cllr Beecroft proposed that the above policy be adopted, which was seconded by Cllr Nixon.

Resolution: Secretary to formalise the document on behalf of the charity.

6.1.5 Financial Reserves

Cllr Hauser proposed that the above policy be adopted, which was seconded by Cllr Downes.

Resolution: Secretary to formalise the document on behalf of the charity.

6.1.6 GDPR Trustee Sign Off Statement

Cllr Beecroft proposed that the above policy be adopted, which was seconded by Cllr Cruickshank.

Resolution: Secretary to formalise the document on behalf of the charity.

6.1.7 Handling Complaints

Cllr Beecroft proposed that the above policy be adopted, which was seconded by Cllr Downes.

Resolution: Secretary to formalise the document on behalf of the charity.

6.1.8 Potential Risk Areas

Cllr Nixon proposed that the above policy be adopted, which was seconded by Cllr Beecroft.

Resolution: Secretary to formalise the document on behalf of the charity.

6.1.9 Safeguarding

Cllr Hauser proposed that the above policy be adopted, which was seconded by Cllr Cruickshank.

Resolution: Secretary to formalise the document on behalf of the charity.

6.1.10 Trustee Statement of Eligibility

Cllr Beecroft proposed that the above policy be adopted, which was seconded by Cllr Downes.

Resolution: Secretary to formalise the document on behalf of the charity.

6.2 Window Repair

The secretary stated that he will update the charity at the next meeting.

Resolution: Secretary to update the charity at the next meeting.

6.3 Grass Area At Rear of Village Hall

The secretary stated that he will update the charity at the next meeting.

Resolution: Secretary to update the charity at the next meeting.

6.4 Asset Register

The secretary stated that he is completing a draft asset register for the charity to authorise.

Resolution: Secretary to update the charity at the next meeting.

6.5 Caretaker

The Secretary presented a draft job description for the charity to authorise. He also stated that he had been approached by a resident who would be willing to undertake the role. After discussion, Cllr Downes proposed that the job description and salary be accepted which was seconded by Cllr Hauser. The chair asked the secretary to approach the resident and update the charity at the next meeting.

Resolution: Secretary to update the charity at the next meeting

6.6 Cleaner

The Secretary presented a draft job description for the charity to authorise. He also stated that he had been approached by a resident who would be willing to undertake the role. After discussion, Cllr Nixon proposed that the job description and salary be accepted which was seconded by Cllr Hauser. The chair asked the secretary to approach the resident and update the charity at the next meeting.

Resolution: Secretary to update the charity at the next meeting

7. **FINANCIAL MATTERS**7.1 2022 Accounts for Approval and Payment

The secretary presented a copy of the 2022 accounts produced by the village hall committee for information which had been audited. He added that the funds received from the pantomime group (£2,038.85) had to be ring fenced for at least 2 years which had been agreed as part of the ownership transfer.

Resolution: Noted.

7.2 Update on HSBC Bank Account

The secretary stated that the process of changing over the signatories of the account was still outstanding therefore he had no access to the account with the exception of receiving paper copies of the monthly statements. He confirmed that, as agreed by the parish council, all funds in the interim period would be managed through the parish council's accounts. He added that any village hall funds would be identified separately at the parish council's meetings.

Resolution: Secretary to update the charity at the next meeting.

7.3 Financial Accounting Period (January – December)

The secretary asked the charity if they agreed to keep the existing financial reporting periods. After discussion, Cllr Nixon proposed that the existing period be retained which was seconded by Cllr Cruickshank and agreed by all.

Resolution: Closed.

8. **HEALTH & SAFETY ISSUES**

None

9. **ANY OTHER BUSINESS**9.1 Website

The secretary presented costs from Sharpe Systems for the provision of a website for the village hall. After discussion, Cllr Beecroft proposed that this should be reviewed after 6 months which was seconded by Cllr Downes and agreed by all.

Resolution: Closed

10. **NEXT MEETING**

The secretary asked the charity how often they would wish to meet. After discussion, the chair proposed that the charity should meet monthly so the councillors could have visibility of the handover issues. She added that this would be reviewed after 3 months. All the councillors agreed to the suggestion. The next meeting will take place on Thursday 9th February 2023 prior to the parish council meeting.

Resolution: Noted.

There being no further business, the meeting closed at 7.58pm.

SIGNEDChair

DATE