

**HARGRAVE VILLAGE HALL CHARITY
TRUSTEE MEETING
6pm Monday 15th September 2025**

Present:

Trustees: Simon de Laat (Chairman), Jill Upton, Roger Sudbury, David Taylor

Jill de Laat (Secretary), Denise Osborne, Cat Williams, and Caroline Bridge (by invitation)

1. Minutes of the Meeting held on 24th May 2025

The minutes were agreed to be correct and signed by the Chairman.

2. Matters Arising

None.

3. Management Committee

(a) Finance

JU reported the following balances:

Community Account	£11,398.15
Business Premium Account	£ 3.83
Lottery Account	£ 3,908.26
Cambridge Building Society	£ 16,200.00

- SdL suggested a further £7,500 be moved to the Cambridge Building Society account which was agreed.
- The electricity supply account has been renewed for the coming year.
- The last time the hall was cleaned, Alex Lewis donated the fee to the hall.
- Sandra Goodfellow sold some fruit and has donated the £20 to the hall.
- A new kettle was purchased.
- The profit from the Repair Café has yet to be advised.

(b) Maintenance

James Powling will shortly be carrying out his annual fabric inspection and it was noted that the porch is in need of repair.

(c) Bookings

All the usual bookings are in place; nothing new has been booked.

RS said there are still some questions to be clarified but once the licence is granted all bookings must only be taken on completion of the form.

4. Update from RS re Legal Advice

(a) Charity Commission

RS has completed the preliminary research for conversion of the charity to a Charitable Incorporated Organisation (CIO). There are two options for trustee appointments: elected charity trustees" (elected at an AGM) and "appointed charity trustees" (appointed by user bodies e.g. Parish Council, PCC, bowls club

(b) Land Registry

RS has spoken to the landowner of the land around the hall (Mr David Upton) and obtained a plan showing the hall and extent of land around it. Mr Upton's field is registered with Land Registry (*plan attached herewith*). RS is hopeful of *pro bono* legal advice.

The registering of the land and conversion to a CIO could be done in parallel.

5. Safeguarding

RS has circulated the finalised Safeguarding Policy. This is a short form policy, agreed and signed-off by a safeguarding expert. There were no questions and RS was thanked for his work on this.

6. Licence

SdL confirmed that the application has been lodged with the West Suffolk Council. The consultation period started on 12th September and runs until 10th October. Notices have been placed on the hall door and in other locations; also an official notice in the Bury Free Press. The fire service, police and district council are all consulted. The charity will be the licensee and the trustees being ultimately responsible for compliance.

The licence will cover both on and off sales of alcohol; performance, films from 10am until 11.30pm. On New Year's Eve sales of alcohol will be permitted until 12.30am with the hall open until 1.00am.

The licence will be delegated to any hirer and will be included on the booking form. No hirer will need to hold a Temporary Events Notice. Challenge 25 notice will be required along with training for staff on how to deal with age challenging, unruly behaviour and over-consumption.

As part of the licence application, SdL had to submit a scale drawing of the hall which was kindly provided by Mr George Wells. Nethergate Wines of Depden will be the preferred supplier and will supply on a consignment basis so the wine and beer will remain on site and payment will only be made once it has been sold.

SdL was thanked for his work on obtaining a licence.

7. Race Across the World Talk

Caroline and Thomas Bridge of Hargrave had recently won the reality TV show Race Across the World and will give a talk and presentation at the hall on Saturday 25th October (*date agreed post-meeting*).

Tickets will be £10 each to include a drink and will be offered to Hargrave residents first. 70 tickets will be available.

8. Grass Cutting

A reciprocal arrangement with the Parish Council was agreed, whereby they would continue to use the hall for meetings in exchange for grass cutting outside the hall. This will be agreed with an exchange of letters.

9. Future Events

- a) A 'Kristmas Karaoke' will be held on Saturday 29th November 3-5pm. A family event with craft stalls for residents of Hargrave (not businesses), a bar, Christmas food etc. There will be a Christmas Tree and a lights switch on. JU will arrange with the electrician to install an outside electrical socket.
- b) Centenary Appeal – a meeting was arranged for Saturday 1st November 9am purely to discuss design plans for the hall etc.

10. Any Other Business

JU had received a letter from West Suffolk Council regarding new dustbin collections and a recycling bin will be provided.

The meeting closed at 7.50pm

Signed

Date

DRAFT