

# HARGRAVE VILLAGE HALL CHARITY

## TRUSTEE MEETING

6.00pm MONDAY 20<sup>TH</sup> MAY 2024

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**Present:**

**Trustees: Jill Upton, Simon de Laat, Roger Sudbury, David Taylor**

**Jill de Laat (Secretary)**

**1. Minutes of the Meeting held on 30<sup>th</sup> April 2024**

The minutes were signed as a correct record.

**2. Matters Arising**

- a) The retiring trustees are yet to be removed from the Charity Commission website and new trustees' details are yet to be uploaded. JdL will become the CC administrator.

Advice from Suffolk Community Action (SCA) is that the CC details must be updated before any other action is taken.

- b) Cheque signatories must be changed before any further payments are made. The only ones due will be for the next lottery draw and it was agreed to delay this, if necessary, until the change has been made.
- c) The microwave has not yet been purchased.
- d) The hole in the car park has been filled with rubble but no-one knew who was responsible. The water level has dropped so the contractor will soon be able to repair it.
- e) A keyholder list must be kept – at the moment there is no definitive list of who holds a key to the hall.
- f) RS will review the lottery licence in due course.
- g) SdL will further investigate the siting of a clothing bank by the hall.

**3. Roger Sudbury Report: Discussion Following Circulation of Paper**

The report and the response from SCA had been circulated and the advice is to get a professional legal opinion. There may be an opportunity to get this *pro bono* but it was agreed that if necessary it shall be paid for.

When the PC was appointed Custodian Trustee there should have been separate managing trustees for the day to day running of the hall. From 7<sup>th</sup> March 2024 the charity law has changed giving the CT power to confirm defective trustee appointments.

RS will go through his paper again and revise the summary and then it can go to external legal advisers. The brief would be for a legal adviser to fact check the conclusions come to in RS's report and the SCA advice and to outline necessary actions to take now, eg registering the land with Land Registry.

RS was of the opinion that the 1989 Deed of Release with Greene King should have been signed by the trustees, not the custodian trustees.

The question arose of whether the trustees should change the custodian trusteeship from the PC to a Charity Commission service. It was agreed that this was not necessary at this time.

SdL has contacted the Greene King archivist who would, in due course, find and forward anything relating to Hargrave.

It was explained that the PC, as the custodian trustee, owns the land but the *beneficial owner* of the hall and land is the Hargrave Village Hall Charity. The management trustees of the hall direct the CTs; the CTs cannot direct the management trustees in the running of the hall. The PC should take the hall off its accounts as an asset and the charity must record its ownership of the asset with the Charity Commission.

The priority is for RS to deal with trustee appointments. Secondly, a legal review must be obtained as soon as possible, firstly by applying via the SCA for *pro bono*, or paid for if necessary.

#### **4. Any Other Business**

It was agreed to advertise for a cleaner to clean the hall on an *ad hoc* basis. This will be a paid position if necessary.

#### **5. Date of Next Meeting**

To be agreed following RS's reporting back on the next steps

The meeting closed at 7.15pm.

Signed:

Dated