

**HARGRAVE VILLAGE HALL CHARITY**  
**TRUSTEE MEETING**  
**6.00pm MONDAY 4<sup>TH</sup> NOVEMBER 2024**

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**Present:**

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

**Management Committee: Denise Osborne**

**Jill de Laat (Secretary)**

**1. Minutes of the Meeting held on 28<sup>th</sup> August 2024**

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

**2. Matters Arising**

None.

**3. Management Committee Report**

(a) Finance

- JU reported that all the updated bank account details have now been lodged with Barclays.
- Steve O'Donnell has completed the spreadsheet accounting system which JU is now using. SdL will write and thank him for his input.
- JU will circulate the spreadsheet to the Trustees.
- All Trustees have completed the online ID process.
- The account signatories will be changed when Charity Commission status has been resolved.
- The Trustees agreed that the account should now be moved to online banking.
- JU has the forms to open an account with the Cambridge Building Society which will be used as a savings account with an initial deposit of £3,000.

**Money in/out:**

**Current balances: bank accounts      £25,977.51**

**Lottery account      £6,127.00**

**Monies received: A bequest from the late David Slade of £1,000**

**Clothing bank payments to date totalling £40**

**Money from sale of a resident's plums of £18**

JU asked how long bank statements should be kept and it was agreed to go back 10 years.

(b) Maintenance

- James Powling's fabric report had been circulated.

- Alex Lewis had agreed to be the cleaner when the job was advertised but as yet had not been needed. JU will follow up with AL with regard to her future plans.
- When the electrical contractor fixed the new water heater in the kitchen, he also did the PAT Testing of electrical equipment. All is in acceptable condition except the two heated trolleys, both of which were condemned and the plugs removed.

(c) Bookings

RS had nothing to report on the booking form or T&Cs at this stage.

#### 4. Update from RS re Legal Advice

- (a) RS is still waiting to hear from the Charity Commission with confirmation that the situation is formalised.
- (b) A draft constitution had been proposed but this cannot be drawn up as it would be tied to the charity converting to a Charitable Incorporated Organisation (CIO), which is recommended. RS said that this would have advantages over the current situation – a CIO is a body with a separate legal personality, able to own property and enter into contracts in its own name. Trustees have limited liability. This negates the need for the Parish Council to be Custodian Trustees.

There would probably be a small additional administrative burden and the trustees would need to set up the CIO as a new organisation, leading to new bank accounts required.

RS proposed seeking legal advice and will identify a firm who can deal with this and the Land Registry issue.

At this stage, therefore, there is no need to draft a constitution and it was agreed to start the process to convert the charity to a CIO.

#### 5. Kitchen

- (a) All the kitchen equipment has been installed, the final cost being as follows:
- £3,474.42 which covers the cost of units and the plumber.
  - JU will look into a 'Handwashing Only' sign over the small sink and will source suitable boxes to hold the crockery.
  - DT will look into providing a surface to the left of the sink.
- (b) SdL reported that a grant of £400 had been confirmed from the District Councillor, Mike Chester, as part of his Locality Fund.
- (c) SdL explained that there are three sources of funds – income, grants and the lottery. He proposed that grant money and the bequest (*see 3a above*) be ringfenced as restricted funds in the building society account. This was agreed.
- (d) It was also proposed and agreed that the cost of the kitchen (£3,474.42) be paid out of the Lottery Account. JU would transfer the funds to the current account.

#### 6. Questionnaire

It was agreed that the village-wide questionnaire into the residents' opinions on a new village hub be distributed to all households (one form per resident) on or around Saturday 8<sup>th</sup> March 2025, to be collected a week later. This would go out with RS's letter to be signed by all trustees with their contact details. The forms should be in clearly marked envelopes making it clear that they will be collected.

All those on the committee would take a relevant area of the village to deliver and collect. It was hoped that some other people would come forward to assist.

In addition, the letter will be in the February/March *Hargrave News* with the front cover alerting people to look inside. SdL will also put the letter on the village Facebook page.

Finally, a Lottery form and details of the Fun Run will be included.

## **7. Fundraising**

SdL reported that he had met with Justin Rabett (churchwarden) on behalf of the PCC and Colin Painter (PC Chairman) to discuss joint fundraising between the church and the village hall. He stressed again that if no fundraising activities for the hall are taking place, there will be no chance of grant funding. It was very important that the church, which currently does all fundraising in the village, and the hall work in partnership.

## **8. Grant Funding**

DO reported back on her investigations into grant funding opportunities.

- It was agreed to apply for a grant from the Community Capital Grant Fund, which is available for capital projects and equipment. An application will be made to replace the two heated trollies (see 3(b) above) and the cooker.
- DO had discussed with other local village hall committees on the viability of holding film nights. The advice had been to hire AV equipment in the first instance. DO will look further into this.
- There is an organisation called the New Anglia Growth Hub which gives advice and assistance on applying for grant funding and it was therefore agreed to register with them.

## **9. Any Other Business**

- (a) JU asked whether a resident could hire the hall for roller skating but this was not approved, due to the insurance situation and the possibility of damage to the floor.
- (b) Depden has once again booked their Christmas meal for the 1<sup>st</sup> December.
- (c) West Suffolk Council has booked the hall for local elections on 1<sup>st</sup> May 2025.

The meeting closed at 8.15pm. No date fixed for next meeting, which will be agree sometime in January 2025.

Signed:

Dated: