

**MINUTES**  
**ENGLISH BICKNOR VILLAGE HALL and BAR**

A Committee Meeting of E.B. Village Hall & Bar Committee was held in the VH bar on Monday 25<sup>th</sup> September 2023 at 7.30 pm.

**PRESENT:**

Mr. P. Gwilliam (Chairman/Holding Trustee), Mrs. S Shelbourne (Treasurer), Mrs. J Maxfield (Functions), Mrs. D Gwilliam (FOSM & Functions), Mrs. M Fox (Tuesday Lunch), Mrs. C Sandler (Gardening), Mrs. A Watkins (Vice Chair), Mr. D Gunter (Holding Trustee), Mr. J Entwistle (Secretary), Mr. R Waldron (Bar Treasurer), Mrs. J McHattie (PCC),

**APOLOGIES:**

Mrs. J Bradley (Bookings Secretary), Mr. Peter Warden (Parish Council), Mr. K Froud (Table Tennis), Mr. Nick Elsmore (Village Rep), Mr. B Haile (Holding Trustee). Miss L Bonser (School), Ms. R Lacey (History Group), Mrs. Z Roberts (Village Rep), Mr N Watkins (Holding Trustee).

1. **Minutes of last meeting**

The minutes of the last committee meeting were accepted as a true record. In addition, the MOM from a Trustees and Governance Sub Group meeting held on the 16<sup>th</sup> August were also accepted.

2. **Actions from Last Meeting**

See Annex A for progress of open actions from previous meetings.

Points to note:

- **Land Registry** – The Solicitors in Lydbrook cannot help with land registration of the VH. DG (Holding Trustee) has found a solicitor who should be able to help in this matter. The solicitor will need the deeds with all the named holding trustees in order to progress. The deeds at the moment are dated 1996 and will need updating with the names of all the current holding trustees. DG will gain a quote from the solicitor for this work. **Action:** Holding Trustees.

3. **Chairmans Update**

**Youth Football:** Cheltenham Town Youth Football have now started playing and training on the playing field. They have agreed to pay an extra £20 per visit to cover additional grass cutting and pitch marking at the moment. It is expected that the grass cutting frequency will reduce during the winter months. They pay £45 for each use of the playing field plus an additional £20.

Football posts have been found and erected for use by the children of the village.

New fire doors have been fitted in the changing rooms. Door frames were also replaced as the original ones were not suitable. The bill for this work has not yet been received.

#### 4. Charity Commission letter of complaint

The Charity Commission has sent a closing response letter dated the 4<sup>th</sup> August 2023 to the VH Management Committee. This letter has been sent to all committee members. The original complaint letter addressed three main issues, Governance, Financial Concerns and Information/supplied response. The Charity Commission has now closed its investigation into these complaints after taking evidence from several sources. The Charity Commission has closed the complaint and as a result of recommendations in their letter some small changes will be made to the Governance Document which is being finalized by the Sub Committee.

#### 5. Governance Sub Group

The new Governance Document is now at draft 12 and has been sent to all committee members for comment before it is submitted to the Charities Commission. CS stated that all the changes which she had proposed to RL when they met to review the document had not been incorporated. There were also some copy and paste errors and spelling mistakes.

**Action** JE will contact RL in order to correct the issues raised by CS.

JE also explained that the names of trustees on the Charities Commission website was incorrect as 'holding trustees' names are listed. The Charity Commission has confirmed that only 'Managing Trustees' names should be listed. The Charities Commission has also confirmed that some individuals can be both Managing and Holding Trustees, which is the case with the Chairman. The Managing Trustees listed on the CC website at the moment are P Gwilliam, A Watkins, S Shelborne and J Entwistle. In addition, D Gwilliam and R Waldron have been asked and have accepted to become trustees as they are involved with the 'day-to-day' management of the charity. Their names will be added.

#### 6. Treasure

Two Rivers Housing Association has agreed to pay 50% (£552) of the costs incurred by the VH for the work undertaken to clear the drains of roots from the willow tree which grew on their property. The payment has not been received yet.

The VH Insurance has been paid.

The 5 yearly Electrical Safety Checks and PAT testing has been completed at a cost of £600.

Invoices have been paid by the following user groups. PC, Gardening Club and History Group.

SS is awaiting the bill for the mowing of the playing field.

The Childrens playground has also had its Safety Check.

A new cooker has been bought at a cost of approx. £900.

#### 5. Functions Committee.

A very successful Quiz Night was held on the 23<sup>rd</sup> Sept. There was a large turnout from the village.

There is to be a Jigsaw Sale on the 30th September.

On the 14<sup>th</sup> October there is an Autum Lunch in aid of FOSM.

Fish and Chip Night on the 20<sup>th</sup> October.

Village Tidy Up planned for the 22<sup>nd</sup> October.

24<sup>th</sup> Oct, Pop Up Tea Shop Lunch.

Christmas Tree switch on 24<sup>th</sup> Nov (TBC).

25<sup>th</sup> Nov Game Food and Games Night.

26<sup>th</sup> November Craft Fare.

#### 6. AOB

JM has now spent her £1000 award money from Allied Dunbar on more round tables and table cloths for the VH. The VH now has six round tables. In addition, it would be useful to have about 15-20 more seat covers for functions.

MF did comment that some of the square dining tables are stained and need a clean. SS suggested that this job could be done on the day of the village clean up.

DG has agreed to cut the grassed areas around the playing fields before winter.

AW has had complaints that the grass cuttings stick to peoples' feet when walking on the playing field. This is unavoidable.

SS is trying to find someone to run craft afternoons for parishioners.

The Berry Hill Councilor may wish to hire the hall for a public meeting. No firm booking has been received yet.

SS suggested that we need a board on the outside of the VH giving details as to how the hall and playing field can be booked. **Action:** SS to investigate.

SS has applied for a Lottery Grant to fund the completion of the changing rooms. SS expects to have a decision from the Lottery in November.

Zeina Roberts has stepped down as a Village Rep as she is unable to give any time to this role due to her being her mother's full-time carer. Volunteers' will be asked to step forward at the AGM in November. **Action:** JE

Cheltenham Town Youth Football have asked if they can put up a sign up at the entrance to the playing field advertising their academy. As the sign is quite large the committee agreed that it should not be erected permanently but only when they are playing and then removed.

The Chairman asked Joan Maxfield would consider becoming a Holding Trustee. Joan said she would consider this offer and let the Chairman know her decision.

There being no other business, the meeting closed at 8.35 p.m.

There will also be a Committee Meeting on **Monday the 23<sup>rd</sup> October at 7.30 p.m.** to accept the annual accounts.

The AGM will take place on **Monday 20<sup>th</sup> Nov at 19.30 p.m.**

**Signed**

## Annex A - Actions Tracker

Meeting Date	Meeting Type	Action	Action Owner	Closing Statement/Comments	Status Open/Closed
21/11/2022	AGM	There was an outstanding action from the last AGM as there was still an issue with the lack of external light by the waste bins, raised by S Yem. This was noted and remains an action at the next VH Committee Meeting.	PG	26-6-23, Work will begin on the 30th July. A new power line will be installed. 25-9-23 Work Completed	CLOSED
21/11/2022	Comm Mtg	Car Park security light is required.	PG	26-6-23 As above 25-9-23 Work Completed	CLOSED
21/11/2022	Comm Mtg	Land Registry – VH not registered.	PG	26-6-23 Charities Commission cannot help. Lydbrook Solicitors may be able to help. 7-9-23; Lydbrook solicitors cannot help but DG has a solicitor contact in Hereford who may be able to help.	Open
14/02/2023	Comm Mtg	RL to confirm when the website update would be completed.	RL	24-4-23, Still WIP no firm date set. 26-6-23, Still WIP. 7-9-23 JE has asked K Braithwaite of the PC if he can help as he places OPC MOM onto their website.	Open
24/04/2023	Comm Mtg	Review the wording of the new Governance Document as it has been rejected by the Charities Commission	RL	26-6-23, Still WIP.	Open
24/04/2023	Comm Mtg	BACS payments - SS to create an approval proforma.	SS/RL	26-6-23, process to be put into Governance Document.	OPEN
26/06/2023	Comm Mtg	JE to send out response to Charity Commission complaint letter to all committee members.	JE	7-9-23 JE: document sent out to all committee members and users,	CLOSED

26/06/2023	Comm Mtg	RL to include in the Gov. Doc the voting rights of user group reps who live outside the parish.	RL	25-9-2023, JE to check with RL that this has been included.	OPEN
26/06/2023	Comm Mtg	RL to add a copy of the Data Protection Declaration as an annex to the Governance Document.	RL	25-9-23 Included, now closed	CLOSED
26/06/2023	Comm Mtg	DG to buy another outside round table.	DG	25-9-2023, Now bought	CLOSED
27/06/2023	Comm Mtg	Trustees are to investigate buying training football posts for the village children.	Trustees	25-9-23, Goals now bought and in use on the playing field.	CLOSED
25/09/2023	Comm Mtg	Vacant Village Rep to be advertised for AGM.	JE		OPEN
25/09/2023	Comm Mtg	The property deeds/documents need updating to include all current holding trustees.	Holding Trustees'.		OPEN
25/09/2023	Comm Mtg	CS states not all changes proposed by her have been incorporated in the new Gov. Doc. JE will contact RL in order to correct the issues raised by CS.	JE		OPEN
25/09/2023	Comm Mtg	SS suggested that we need a board on the outside of the VH giving details as to how the hall and playing field can be booked	SS		OPEN
25/9/23	Comm Mtg	PG asked Joan Maxfield if she wished to be a Holding Trustee. JM to respond to PG.	JM		OPEN