

**MINUTES**  
**ENGLISH BICKNOR VILLAGE HALL and BAR**  
**(OPEN MEETING)**

An Open Committee Meeting of E.B. Village Hall & Bar was held in the bar on Monday 26<sup>th</sup> June 2023 at 7.30 pm.

**PRESENT:**

Mr. P. Gwilliam (Chairman), Mrs. S Shelbourne (Secretary), Mrs. J Maxfield (Functions), Mrs. D Gwilliam (FOSM & Functions), Mrs. M Fox (Tuesday Lunch), Mrs. C Sandler (Gardening), Miss L Bonser (School), Mrs. A Watkins (Vice Chair), Ms. R Lacey (History Group), Mrs. Z Roberts (Village Rep), Mr. D Gunter (Trustee), Mrs. S Yemm (Parishioner), Mrs. P Drinkall (Parishioner).

**APOLOGIES:**

Mr. R Waldron (Bar Treasurer), Mrs. J Bradley (Bookings Secretary), Mr. Peter Warden (Parish Council), Mr. K Froud (Table Tennis), Mr. Nick Elsmore (Village Rep), Mr. B Haile (Trustee).

1. Minutes of last meeting

These were accepted as a true record. Except for one point. The minutes incorrectly stated that the markings of the football pitch for the Youth Football Team would be paid for by the VH. This is incorrect and the footballers will pay the £35 fee.

2. Actions from Last Meeting

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

Points to note:

- a new electrical cable will need to be run to allow improved external lighting by the waste bins and also the carpark. Work will start on the 30<sup>th</sup> June.
- JE is still having difficulty in finding a solicitor or conveyancer to help with the VH Land registration. ZR proposed that Barbera Jordan, Solicitor, at Lydbrook may be able to help.
- The Open Meeting was not advertised in the parish magazine as actioned at the last meeting. Mrs. Pat Drinkall stated that the meeting should have been advertised more openly with notices on the village notice board, church notice board and Hillersland notice board. When ready the new VH Facebook page would also have been an ideal place to advertise the meeting.

### 3. Chairmans Update

**Fete** – The event was a resounding success. The Chairman thanked all who organized the event and he also passed on thanks to all the volunteers' who set up the fete and packed all the equipment away on Saturday evening.

SS reported that the fete made approximately £3700 in total. The takings were as follows but some monies have still to be counted.

- Bar approx. £500.
- VH raised £377.
- WI raised £90.
- Cancer Charity raised £137.
- Gardening Club raised £100.
- FOSM raised £1725.
- School raised £1300.

**Youth Football:** Cheltenham Town Youth Football will commence some training in the next 2-3 weeks. The VH has obtained a grant from the local FA for 70% of the cost of the new goal posts. They will be training on Tuesday evening initially then from September alternate Saturday mornings. They have signed a user agreement and we will have a 12 months trial period. The agreement will then be reviewed by both parties.

**New Cleaner:** Sharon has stepped down as VH cleaner and a new cleaner will start soon. The chairman thanked Sharon for her contribution in keeping the VH clean and tidy.

### 4. Charity Commission letter of complaint

The VH Charity received a letter of complaint on the 23<sup>rd</sup> May 2023 from The Charity commission. The complaint letter addressed three main issues, Governance, Financial Concerns and Information/supplied response. JE read the complaint letter together with the response from the VH Trustees/Governance Sub Group to the attendees.

CS asked if the complaint response letter could be shared. This was agreed.

**Action:** JE to distribute the letter to the committee.

## 5. Governance Sub Group

BL gave an overview of the progress which has been made in creating the new Governance Document which is now at Draft Version 10. The letter of complaint has caused the sub group to re examine the content, in particular the differentiation between Holding and Managing trustees. In this respect the complaint letter has been a positive in highlighting further weaknesses in the document. (see Annex B for definition of Holding and Management Trustees).

RL explained that as the Chairman, Vice Chair, Secretary, Treasurer and Functions Manager are responsible for the day-to-day management of the VH they are by default 'Managing or Charity' Trustees.

In discussion Mrs. Sue Yemm stated that no vote was held to appoint Mr. Nick Watkins as a Holding Trustee at the Nov 2022 AGM. Post meeting JE can confirm that the minutes of the Nov 2022 AGM meeting had the following statement:

*K Hall asked who would be replacing Mr. M Tabberer as trustee as he had resigned. Mr. Nick Watkins has been asked to be a trustee and had accepted. It was not customary to vote in trustees at the AGM however a vote was taken with 16 for and 4 against. Mr. Watkins appointment was proposed by Mr. J Entwistle and seconded by Mr. R Jago.*

CS asked about the voting rights at the AGM of user group members who reside outside the parish. After discussion it was agreed that the user group representative would have a vote at the AGM even if they lived outside the parish. Other members of the user group who may be present at the AGM who did not reside in the parish would not have a vote. Only user group members who live in the parish have a vote at the AGM as all parishioners do. **Action:** RL to add this to the Governance Document.

CS asked about the status of the bar when used at weddings and similar functions as this is not supporting charitable events. She also asked if the function of the bar should be added to the Governance Document. RL and SS explained that the bar supports the VH Charity by giving donations from its profits. The bar should not be included in the Governance Document as it is not part of the Charity. The bar was included in a previous version of the new Governance Document but the Charity Commission asked that the bar function was removed.

CS suggested that a copy of the Data Protection declaration should be added to the document as an Annex. **Action** RL to make this amendment.

CS also suggested that the approval process for BACS payments should also be added to the document. Previously all cheques required two signatures. With BACS payments the treasurer will make the payment then print off the payment confirmation and gain a signature approval on the printed payment confirmation from another trustee. This will then be kept on file. **Action** BL to make this amendment.

CS has volunteered to proof read the new Governance Document. BL accepted this proposal and thanked CS.

RL explained that as the Chairman, Vice Chair, Secretary, Treasurer and Functions Manager are responsible for the day-to-day management of the VH they are by default 'Managing or Charity' Trustees. As result the Management Trustees will meet regularly to make decisions to ensure the day-to-day management of the VH and also that the EBVH Charity is being run in accordance to Charity Commission guidance and applicable laws.

As the user group representatives are not responsible for the day-to-day management of the VH they are not trustees. The user group representatives will not be invited to the Managing Trustees Meetings. There will, however, be at least two meetings per year between the Managing Trustees and user group representatives in order that the user groups can feedback any issues to the Managing Trustees and the Managing Trustees can update them on any developments concerning the VH Charity.

#### 5. Functions Committee.

DG pointed out that there are no major functions planned during the summer.

Pop Up Bar events managed by AW and SS will continue throughout the summer.

The recent visit to the VH by the 'Beefy Boys' on the 11<sup>th</sup> June was a success and they would like to return

There is a clay shoot at Dryslade Farm on the 14<sup>th</sup> July. The VH Bar will be open after this event and all are welcome to attend.

A Christmas raffle is being planned with only 3-4 high value prizes being offered. The profits will go towards the new play area.

#### 6. AOB

Mrs. P Drinkall asked if the new football posts could be left in place as some of the young children in the village missed the football goals which were in place when English Bicknor Football Team played their matches here. In discussion it was explained that as the posts were being bought specifically for the Cheltenham Town

Youth Football then they would have to be removed and stored in the container after every match to prevent damage or theft. RB did mention that it is the VH Charitable Objective to support and encourage recreation and activity in the village. **Action:** The Trustees are to investigate buying some training goals for use by the village children.

SS suggested that perhaps the VH could buy a single set of training goals as part of the improvements to the play area which is being improved for older and disabled children.

DG proposed that the VH buys another round table for the patio area. They cost £440. The committee agreed to the purchase. **Action:** DG to proceed with the purchase.

The restricted account has now been opened which contains £400. This money will be used to buy the additional round table for the patio area. The restricted account will be used to collect money for the improvement to the playing area. There has been a £2000 donation to the play area, however £15,000 is needed. It is hoped to possibly gain a grant for the play area from the BIFFA Fund however it is complex and if anyone can help it would be appreciated.

Mrs. S Yemm asked that the WI Craft members only pay £10 for the hire of the hall for two hours as they are being charged £15. The WI main meetings are also charged £15 for 3 hours. SS pointed out that the hall hire is £15 for up to 3 hours. It was agreed as the WI Craft Group is making items to support another charity then they may only pay £10 and not £15.

PG informed the EB Primary School received an Ofsted Rating of 'Good' after a recent audit.

There being no other business, the meeting closed at 9.15 p.m.

The next Committee Meeting will be held on **Monday 25<sup>th</sup> September at 7.30 pm.**

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.

**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 Yemm. 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.	Open
21/11/2022	Comm Mtg	Car Park security light is required.	PG	26-6-23 As above	Open
21/11/2022	Comm Mtg	Land Registry – VH not registered.	PG	24-4-23 Morgan Lewis and Bockius UK LLP have been approached for help. JE to chase progress. 26-6-23 Charities Commission cannot help. Lydbrook Solicitors 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.	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 committee members.	JE		OPEN
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		OPEN
26/06/2023	Comm Mtg	RL to add a copy of the Data Protection Declaration as an annex to the Governance Document.	RL		OPEN
26/06/2023	Comm Mtg	DG to buy another outside round table.	DG		OPEN

27/06/2023	Comm Mtg	Trustees are to investigate buying training football posts for the village children.	Trustees		OPEN
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## Annex B

Extract from ACRE (Action Within Communities in Rural England) Information Sheet 17 – Trustees Roles and Responsibilities.

**Charity or managing charity trustees.** These are the people who manage the charity on a day-to-day basis and in a village hall this will be the management committee. When an individual is appointed to the committee and accepts the appointment, by signing the minute book (or in any other way set out in the governing document), that person becomes a trustee of the charity. It is important that there is a good induction programme in place for new committee members so that they can fully understand their new role. Every new committee member should read through the governing document carefully so that they are aware of their responsibilities.

**Holding trustees.** A village hall charity will usually provide for a second set of trustees to be appointed to hold the land or property on behalf of the charity. These are the holding (or custodian) trustees. Their sole function is to hold the title to the property. They should not be involved in the day to day running of the charity, which is the responsibility of the managing charity trustees (unless the governing document gives them certain other rules or responsibilities). Holding/ custodian trustees can be either:

- individuals
- a body corporate, a parish council
- the Official Custodian for Charities (The Charity Commission).

Where individuals are appointed to be holding trustees it must be remembered that these individuals will need to be replaced from time to time, as, for example, when a present trustee wishes to retire or on the death of a trustee. For this reason, many charities prefer to choose a permanent trustee to be the holding or custodian trustee, e.g., the parish council or the Official Custodian for Charities. By doing this there is no danger that the charity will be left without a holding trustee for any reason and, in addition, the charity is also saved the periodic expense of appointing new holding trustees. In view of the different role of the two types of trustees it is recommended that a holding trustee should not also be a managing charity trustee. However, there is no legal restriction against doing so unless it is forbidden by the governing document.