

REPORT of the meeting between two Trustees (WPC), Chair and Deputy Chair of the Village Hall Management Committee held on Wednesday 7<sup>th</sup> September 2016.

In attendance; Sally Cox, Nick Knight, David Seviour, Bryan Spooner, Susan Awcock, correspondent.

Apologies: Richard Tulloch

1. Introduction and status of representation of those present:
  - Sally Cox, Wing Village Hall Management Committee Chair
  - Nick Knight, Wing Village Hall Management Committee Deputy Chair.
  - David Seviour, Trustee representative Wing Village Hall Charity/Parish Councillor elected May 2015, lead on Trustee's Review of Trust Deed issues.
  - Bryan Spooner, Trustee representative Wing Village Hall Charity/Parish Councillor since 1998, nominated trustee as representative of Wing Parish Council on the Village Hall Management Committee.
  
2. Summary by Councillor Seviour of Parish Council intent as Trustee of the Village Hall and its Trust Deed, and as reflected in both the Report to Parish Council, and subsequent e-mail to Parish Councillors. Essentially; transparency, accountability, and certainty of expectations with regard to both parties needs to be reflected in a Management Agreement between the parties.
  
3. Discussion
  - The appointed trustee representatives must have confidence in reporting to the Parish Council.
  - The Trustee needs to demonstrate a Governance structure as between itself and the delegated Village Hall Management Committee which reflects both accountability and consultation before action if the terms of the Trust. Deed/Scheme are to be met.
  - Insurances for the Parish Council and Village Hall have been compared for any overlaps or anomalies and Councillor Seviour is due to meet with John Hackett to discuss the findings and any necessary actions.
  - Extent and precise terms of Title for the village hall need to be established as a prerequisite to both finalising respective responsibilities and as the legal baseline before any changes might be made to the Trust Deed.
  - Extent and precise terms of title of the playing field need discussion partly because these deeds include the strip of land running from Morcott Road into the playing field and car park which could have future implications for the operation of the Village Hall, and partly as a prerequisite for a definitive consideration of the options for the best way of managing the playing field into the future.

- Could the Trust acquire the playing field and would this be beneficial to the Trust in terms of its Objects?
- If the answer to the above was positive the Charity Commission would need to agree the change.
- Such change would also require Fields in Trust' Board consent.
- With regard to potentially facilitating Trust part investment in playing field play equipment it might be better and simpler to amend the Trust Deed?

#### 4. Summary of Discussion:

- Draft Management Agreement for the management of Village Hall – agreed subject to some drafting amendments (to be agreed between Sally Cox, Bryan Spooner and David Seviour after the Meeting) and then presentation to the Wing Parish Council as Trustee and to the Village Hall Management Committee for their respective approvals.
- Other Trustee representatives need to be appointed from the Parish Council as substitutes to cover existing trustee representative absences when necessary
- Trustee's meetings need to precede Parish Council Meetings on the same night and be reported at the Parish Council meetings.
- Terms of hire of village hall – noted and agreed.
- Two Trustee representatives as appointed by the Parish Council should attend all Village Hall Management Committee meetings.
- Further discussion needed on any potential changes to the Trust Deed/Scheme, on any implications of the Insurance Review.

#### 5. Statement of next steps;

To review the Final Draft of the proposed Management Agreement as referred to above and then report it to the WPC as Trustee and the VHMC for respective approvals; (SC, DS, BS )To report the outcome of the Insurance review to the WPC as Trustee; (DS, JH)

To discuss at the WPC as Trustee Meeting the possibility of seeking agreement of an amendment to the Trust Deed/Scheme for potential discussion with the Charity Commission along the lines of;

“At the discretion of the charity to contribute to the provision of facilities on Wing Playing Field.” (BS)

Meeting closed at 11.25 a.m.