

WING COMMUNITY CENTRE TRUSTEES

Your presence is required at a meeting of the Trustees on Wednesday 30th November 2016 at 7.p.m. in Wing Village Hall. The following are agenda items for discussion.

Yours faithfully

S.J.Awcock

Susan Awcock, Clerk to the Council

1. Attendance register
2. Apologies for absence
3. To approve the minutes of the Trustees meeting held on Wednesday 28th September 2016 (copy attached)
4. To receive the minutes of the Wing Village Hall Management meeting held on 19th September and 1st November 2016
5. To consider VAT implications relating to expenditure by the Village Hall Committee (details attached)
6. To arrange a date to meet with delegates of the Village Hall Management Committee.

Minutes of the meeting of WING COMMUNITY CENTRE TRUSTEES held on Wednesday 28th September 2016 in the Community Centre.

01. Attending: Cllr's Richard Tulloch (chair) John Dejardin, Wendy Newsham. Bryan Spooner, David Seviour.

02. Apologies of absence: Lyndon Curley & Tony Clark. Accepted by members.

03. To approve the Report of the meeting held on Wednesday 7th September 2016: Cllr Spooner gave a brief account of the meeting. Approved by Trustees.

04. To consider and approve the Draft Management Agreement between WPC as Trustee and the WVHMC: Agreed and signed by Cllr. Richard Tulloch.

05. To consider any other issues relating to the trust: As there are many issues to resolve, it was agreed that a follow up meeting should take place with some members of the Village Hall Management Committee. Cllr David Seviour will produce a briefing paper.

It is important that there are at least two members of Wing Parish Council attending Village Hall management meetings, therefore if the nominated members, Cllr Richard Tulloch and Cllr Bryan Spooner are unable to attend, they must inform the clerk who will arrange for another member(s) to attend.

06. Date of the next meeting: To be arranged

Meeting closed at 7.25 pm

WING VILLAGE HALL MANAGEMENT COMMITTEE MEETING SEPTEMBER 19th 2016

Circulation SC KB SO RT AT AH MR JB BS NK JO RK JB PB

AGENDA	Action By
1. PRESENT: SC,KB,JB,AT,RT,BS,JB.SO,NK, PB.	
2. APOLOGIES: RK, MR,JO.	

3. APPROVAL OF MINUTES OF MEETING HELD 27 June 2016
were signed as a true account.

4.MATTERS ARISING:

Caretaker- communication has been difficult but going smoothly thus far, the wages are being left in the box in office. Sally is to update Marcus with progress with the caretaker etc. The key to the high value store is to remain in Paul's possession. The cleaner is doing a good job, no problems with the hirers.

5.100 CLUB

Paul is doing this every month and has acquired a new customer.

This months winners are : 1st Cyril Armstrong, 2nd Maggie Fenner,3rd Joan Holder.

6. HEALTH AND SAFETY

Nick had a training session with Marcus, all ok as he already has some knowledge of H and S requirements and reports are being sent on a regular basis, one comment should the kitchen door be a fire door? this was not thought necessary as it would entail fitting steel shutters etc making things more problematic.

7. SOLAR PANELS

Ownership is still unclear. Sally emailed the PC re the

maintenance of the panels and is awaiting a response. It is unclear when Friends of the Earth will hand over to the Village Hall. The meter readings are carried out by Paul. This does still need to be resolved.

8. FLOOR

Anne has obtained a quote from Welland Flooring for the corridor and reception/ramp areas, it will need 4 clear days to be done we need to address the flooding issue at the rear door and to not have any mats anywhere and it must be non slip.

Two quotes £4425 and £3926 are being considered. Sally is to organise a handyman to look at the drainage before going ahead. Sally proposed we should go ahead with the flooring as it is in need of re doing Kaz seconded this, samples will be sent around for approval.

9. DISHWASHER

Anne has spoken to Sara Mc Allister and Rutland Catering and someone is coming to assess the kitchen for usage/demand if it will be used for functions only, how easy to use etc. Hobarts in Peterborough have an agent who will also quote and visit, probably around £2000.

10 BUILDING MAINTENANCE

DOOR to storage is very heavy and Paul will need help to remove and refit new door, 2 days to refit has attached a securing strap temporarily to make secure whilst waiting to fit new one.

11. G. N. SCHEME

The volunteers meeting was held this evening, so far there have been no requests for call outs. There is to be a social occasion held at the end of November as a thank you to those who have volunteered and to include those who helped with Sunday teas.

The Seniors Xmas lunch will be supported by the GNS with goody bags for all elderly entitled to use GNS and for them to meet the volunteers. This is intended to promote the scheme so they are all aware of the services on offer.

12. EVENTS

Joanne has done a great job with enlisting volunteers for the hall teas in the Summer

it is not easy to get regular teams together.

A total of £510 was raised boosted by the walking groups, she has emailed all involved with the teas and they will be invited to the GNS social.

Many thanks Joanne.

13. FUTURE EVENTS

Wings Got Talent has not had much interest and has been put on the back burner.

Bookings for Theatre productions are 4th Feb and 25th of

March.

Seniors lunch will be held on 11th December.

Possible wine tasting to be named Spirits of Xmas was keenly received with cakes and mince pies to order, Bat and Bottle to be approached, maybe beer and wine.

To be held 2nd December.

A booking for an 18th Party on 28th October was discussed and agreed that this should be accepted with conditions ie Midnight curfew and a large deposit held in case of damages with the usual rules and regs given to the person making the booking. Sally will provide Sarah with an indemnity agreement.

14. TREASURERS REPORT

All looking healthy with Hall Totals - £25,678.98, CA-£17,520.73, DA-£8,158.25

The water bill has now become a direct debit.

Step ladder still hasn't been purchased. Paul is waiting for a set of prices for an industrial set and will report at the next meeting.

15. PARISH COUNCIL

7th September- Nick and Sally to attend PC meeting. Sally will discuss with them the written agreement over the delegation of responsibility to the village hall committee.

Susan Awcock has so far managed to raise 15 of the £17.000, to replace the old play equipment.

Nick and Sally will have a feed back following Wednesday's meeting.

16. DATE OF NEXT MEETING-----TUESDAY NOVEMBER 1st

**WING VILLAGE HALL MANAGEMENT
COMMITTEE MEETING 1st November
2016**

Circulation SC KB SO PO RT AT MR JB BS NK JO RK JB
PB

MINUTES	Action By
1. PRESENT: Sarah ,Richard d Anne ,Mary, Joanne , Brian n, Nick,, Paul B	KB KB

<p>2. APOLOGIES: Kaz, Sally, Ros , John O Paul O (Jonathon Bunce not present)</p> <p>3. APPROVAL OF MINUTES OF PREVIOUS MEETING</p> <p>Minutes were approved and signed as a true record</p> <p>4.MATTERS ARISING:</p> <p>Caretaker/cleaner – update No Complaints from user groups</p> <p>Liaison with Cleaner and Caretaker needs clarifying. JB has taken over liaison with Tyler from Paul B.</p> <p>Lights /Heaters left on by some user groups.</p> <p>Wi Fi : The village Hall still has wifi. Paul B has been paid a proportion of monies owed to him. Agreed he must receive full amount outstanding, Standing order set up for future payments to BT.</p> <p>5.100 CLUB</p> <p>Paul B now draws monthly at</p>	<p>SC</p> <p>All</p> <p>PB</p> <p>JB/PB</p> <p>AT</p> <p>AT</p> <p>SC/PB</p> <p>SC</p> <p>JB</p>	
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<p>Thursday coffee morning.</p> <p>Suggestion that new people be canvassed to join 100 club for March 2017.</p> <p>Suggested that leaflets should be put in letterboxes.</p>	<p>SB</p>	
<p>6. HEALTH AND SAFETY</p> <p>Nick continues to carry out monthly test of fire system and emergency lighting</p> <p>Need to remind hirers to remove their food from fridge at the end of hiring. Waste food had left fridge very unpleasant. Thank to Nick who emptied the fridge and cleaned it thoroughly.</p>	<p>MR</p>	
<p>7. FLOOR</p> <p>RT queried the choice of floor covering as he did not feel that the kitchen floor had worn well. Committee inspected floor but concluded it needed a good clean with the steam mop.</p> <p>Floor to be replaced the first week in January. Sarah to inform user groups, so they have time to make other arrangements</p> <p>Warm Beech seem s favored by</p>	<p>All</p> <p>SC/sB</p> <p>PB</p> <p>RT/BS</p>	

<p>those who expressed an opinion.</p> <p>Agreed Sally and Sarah to make final choice and contact flooring company with final choice.</p> <p>8. DISHWASHER</p> <p>Agreed to go with DB Automatics recommendation and quote. Anne T to contact in the first instance. Sarah O to then take over,</p> <p>Agreed to defer the cost of higher power cabling (£800 - £1000) and run on existing 13 amp systems. Impact is a slightly slower wash cycle. Agreed to review at a later date as the cabling can be installed and fitted to the dishwasher retrospectively if we need the higher speed.</p> <p>9 BUILDING MAINTENANCE</p> <p>Update on drainage. Builder has been out and will carry out work in next couple of weeks.</p> <p>Christmas light electrical points: Francis Tod has installed 2x external power points, at the</p>	All	
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front of the Hall.

Replacement China : Purchase of 12 place settings plus 12 serving dishes were approved. Joanne to source.

10. G. N. SCHEME

Thank you evening on the 30 November at Kings Arms.

Invitations have been delivered to all volunteers.

Goody Bags are being sourced for the Seniors Lunch to remind residents about GNS. Concern was raised that Chairman should charge scheme for costs related to these events.

First Aid Training. Approved

Defibrillator retraining.

Approved Richard and Bryan to seek financial support from PC via Defib fund.

11. BOOKINGS

Update after the parties. No problems reported. Hall left in good order. Cleaner reported a stain near the piano following Saturday event, but it was

removed.

Future bookings. Lots of little events, birthday tea parties etc.

New Yoga Group starting on Saturdays.

Issues arising. None Reported

Website update. John O has updated website to say that the booking secretary will respond within 3 working days. Several clients expect an immediate response.

12. FUTURE EVENTS

Seniors lunch will be held on 11th December-Mary R and Sara Macalister has it all in hand.

Usual helpers have been approached. Judith L will do her fresh fruit salad. Paul is gathering names and menu choices.

HELP NEEDED to put up tables after 4pm on Saturday 10 December.

Same arrangements as last year

Paul B has agreed to purchase wine.

Raffle needs donations Anne T

will be responsible for selling raffle tickets on the day. Committee, please collect raffle prizes.

Food Collection – It was agreed to let Judith O set up a collection point in Village Hall

Spirit of Christmas - Sally and Sarah have it in hand. Confirmed 7:30 on the 2 December. Various Xmas themed stalls plus wine tasting from **Bat and Bottle** and nibbles from Otters Wing cook book will be on sale. . Admission £5 to include wine and nibbles.

HELP NEEDED

13. TREASURERS REPORT

The Treasurer filed a report (Copy filed.)

Current Account (NAT WEST)
£17,843

Deposit Account (HSBC)
£8160

Birch GNS £740

BT has now agreed to set up direct debit for internet. Done.

Insurance is being investigated

and may change. Paul B not involved with this.

14. PARISH COUNCIL TRUSTEE REPORT

Following a meeting between D Serviour, B Spooner (WPC) and S Cox, N Knight, An agreement was drafted to give a written operating mandate to the Village Hall Management Committee. This was signed by The PC Chair on 28 September (RT) SC signed on behalf of the Village Hall Committee.

BS continued to report that play equipment had been ordered as, thanks to the Clerk, grants and funds had been sourced to pay for it.

15. AOB

The need for a television license was raised. Agreed unanimously that we must comply and purchase one.

A sad farewell was given to Anne Thomson who was a long term resident, 40 plus years. She had been a loyal and active committee member for nearly

20 years. The committee wished her well in her new home and marked the occasion with gifts. Anne reciprocated by producing prosecco and nibbles which were thoroughly enjoyed by all. Good Luck Anne, We will miss you !

16. DATE OF NEXT MEETING

Tuesday 10 January 2017 @ 7:30

On the village hall question, I'd have serious doubts I'm afraid!

It really comes down to what the 'management committee' is - if it's simply part of the PC, even with co-opted members, in theory VAT recovery is fine subject to the caveat below...

... but if it's set up as a separate entity, only if it's a trust with the PC as sole managing trustee is VAT recoverable by the PC (again subject to the caveat below)...

The Scheme appoints Wing Parish Council as both the Charity and Custodian Trustee - hence Wing Parish Council has the legal entity of a sole trustee (Sole Trustee). The

Village Hall Management Committee is merely a sub-committee of Wing Parish Council with no legal status.

It appears therefore that VAT is recoverable by Wing Parish Council.

In any other circumstance the trust is an entirely separate legal entity and so incurs its own VAT, VAT likely to be irrecoverable given the nature of its activities...

There's no problem the PC funding the separate trust's VAT by way of grant-aid but that's not VAT incurred by the PC so not recoverable under s33...

In fact even if there's no separate entity and/or the PC is the sole managing trustee, there's a significant further barrier to VAT recovery - 'partial exemption'. Lettings income is generally exempt from VAT but that means VAT incurred on associated expenditure is exempt-attributable VAT and only recoverable if 'de-minimis', ie less than the higher of £7,500pa or 5% of all VAT incurred by the PC...

I take this to read that VAT is recoverable on any expenditure associated with maintaining the Hall in a state suitable for letting and, for example, on any cost incurred in promoting the Hall as an attractive local venue.

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