

Cound Guildhall Management Committee.

Meeting of Trustees held on Thursday 14th March 2024 in Cound Guildhall at 19.30hs.

1. Attendance: Rex Sartain Chair, Linda Clutterbuck Secretary, Tim Roberts, Stephen Crack, Marion Adams, Simon James, Claire England, Kate Payne, Geraint Rees, Mavis Hunt. Apologies from Blair Nimmo Treasurer.
2. Declaration of Members Interests. – None.
3. Minutes of the meeting held on 22nd January 2024 were approved as true record. Proposed by Tim Roberts, Seconded by Claire England.
4. Matters Arising not covered in the Agenda - None
5. Finance. Blair sent his treasurers report out before the meeting.

Summary. -At 11 March 2024

Bank Current Account: £2,857.12

Bank Deposit Account: £2,093.60

SumUp Business Account: £2,052.41

Total Cash at hand £7,003.13

Blair also created a document of useful information, a resource for any Trustee to access.

A new spreadsheet for the accounts

A tab to access latest bank transactions

Tim had asked Blair if the Sum up card reader could be temporarily reassigned to another account Blair indicated it could be done. In discussion it was decided that it would be too complex to reassign and then recover the machine for the duration of St Peters Fete

6. Governance. As a result of submitting the 23 / 24 Charity Commission Return, the following questions had been asked if we had the following Policies and Procedures in place. The answers given were as indicated below and each P&P would be reviewed and updated in time for the General meeting immediately after the AGM in July by the indicated trustee

1. Trustee conflicts of interest policy and procedures – YES - TIM
2. Serious incident reporting policy and procedures.- YES - TIM
3. Safeguarding policy and procedures – YES TIM
Simon James agreed to be our safeguarding officer
4. Bullying and harassment policy and procedures – NO – TIM
5. Complaints policy and procedures -NO
6. Social media policy and procedures.- NO – TIM
7. Campaigns and political activity policy and procedures. NO - TIM (We are non-political)
8. Engaging external speakers at charity events policy and procedures.- YES – TIM
9. Internal risk management policy and procedures. GERAINT
10. Internal charity financial controls policy and procedures. -BLAIR
11. Trustee expenses policy and procedures – BLAIR
12. Financial reserves policy and procedures BLAIR
13. Investing charity funds policy and procedures BLAIR

Geraint asked all Trustees to read the document regarding financial control- he will send it.

4. Health and Safety. No issues reported.
5. Correspondence.
 - i. Shropshire Council Premises Licence. Payment was due in January and has now been paid just in time to retain our licence.
 - ii. Small Society Lottery Annual Fee – this relates to raffle tickets which are sold before the date of the draw. We do not need this facility so it will be cancelled. RS

6. Projects.

- i. Speed ramps. Geraint had liaised with Edward and Claire England as the drive is a shared access. Sean Minton, a surfacing engineer had suggested it could be £500-600.00 to build a ramp that would divert rainwater from the drive into the existing drain. Edward would do the work at the entrance door and threshold if the Trustees would pay for materials. A ceiling of £800.00 was proposed by Rex and seconded by Tim.
Rex suggested that we look at those at Prestfeld School when we visit on 28th March at 10am.
- ii. Acoustics. Rex has arranged a visit to view sound baffling boards in the music room at Prestfeld School.
- iii. Electrical items. It was decided not to install more radiators at this time.
- iv. Heater in the kitchen. Geraint and Tim had tried an existing heater but sadly it didn't work. After discussion it was decided to leave that for this year and instead, when heating the hall for an event, leave the kitchen door and hatch open for the warmth to permeate the whole space.
- v. Tim had replaced the medium level light bulbs for brighter LEDs. The light level is now compatible with the entrance hall.
- vi. The electrician has not been booked yet so we can incorporate all jobs that may be necessary. Hard wiring the Airband supply seems to be the only one at present but there could be a need for wiring if we decide to have a dimmable option.
- vii. Geraint has found and fitted a self-closing bracket for the emergency exit in the bookshop.
- viii. The work on the storage cupboard in the Clubroom is scheduled to start early in April. Tim showed versions on the cupboard plan but some Trustees wanted to see the plan in situ. The plans were designed around the sizes of storage boxes to enable groups to safely leave equipment for their meetings. Rex was not happy about the size of the proposed cupboard as he felt it was much longer than necessary. The size a second cupboard arose out of the restriction of the first cupboard caused by the window. Various views were aired and Kate suggested that it would look better if it mirrored the existing cupboard, this was thought to be a good idea. It was also said that to build to the existing white book shelf would enable the cupboard to maximise internal space. After visiting the Clubroom this item was not further debated within the meeting nor recorded for the minutes and no vote taken. Consequently, it should be discussed correctly at the next meeting.
- ix. Discussions about the old toilet block will be postponed to a future meeting when we have completed the necessary items in the hall.

The order of priority is 1-traffic calming, 2-drainage at threshold, 3-acoustics

7. Events. 22nd March Flicks -One Life

- 24th March Spring Sizzler Breakfast
- 2nd May Police and Crime Commissioner Election
- 18th May St Petr's Church Fete
- 23rd May Annual Parish Council Meeting

8. Future Events.

Rex had had an offer from Mike and Pam Paul to arrange a wine tasting evening – thoughts about when to arrange it please.

- a. AOB. Geraint received the certificate from Building Control for completion of the lobby and toilets.

Tim will check if we are still members of Community Resource, it may be why we have not had bulletins for some time.

Geraint will send a link to all Trustees to read, from the Charity Commission

9. Future Meetings.

Guildhall Trustees Wednesday 15th May at 7pm

Annual General Meeting of Guildhall Trustees Monday 22nd July 2024