Cound Guildhall Management Committee

Meeting of the Trustees held on Wednesday 15th May 2024 in Cound Guildhall at 1900hs

1. Attendance:
   Rex Sartain Chair, Blair Nimmo Treasurer, Linda Clutterbuck Secretary, Kate Payne, Tim Roberts, Stephen Crack, Geraint Rees, Marion Adams, Claire England, Mavis Hunt.
   Apologies: Simon James
2. Declaration of Members Interests – None
3. Minutes of the meeting held on 14th March 2024 were received and accepted as a true record. Proposer Geraint Rees, Seconded Tim Roberts.
4. Matters arising not covered in the meeting agenda:
   8a. Community Resource – Tim contacted them to discuss and reestablish our membership which had lapsed due to a technical problem in the system.

5. Finance. Blair reported that the old account had been closed and a new one opened, active as of today.

   The accounts are available online for everyone to look at and check payments. Payments should have a booking number for reference or a SumUp reference number. It was agreed that Tim would copy Blair in by email on confirmation of a booking.
   Blair will help with invoicing if required.
   Geraint asked if everything had been submitted to the Charity Commission for 2022-23 and Blair confirmed and that 2023-24 was done and would be circulated for everyone to see before submission.
   Tim referred to an email from Blair about the PPL & PRS Licence which had lapsed. Tim will follow this up as they are under the assumption that we are a bigger concern like a community centre.

6 Governance and required policies and procedures for Charity Commission.

Trustees were reminded to take on writing or updating all the following policies and circulate them for review so that they can be adopted after the AGM.

1. **Trustee conflicts of interest policy and procedures TIM**
2. **Serious incident reporting policy and procedures TIM**
3. **Safeguarding policy and procedures SIMON**
4. **Bullying and harassment policy and procedures TIM**
5. **Complaints policy and procedures VACANT**
6. **Social media policy and procedures VACANT**
7. **Campaigns and political activity policy and procedures TIM**
8. **Engaging external speakers at charity events policy and procedures TIM**
9. **Internal risk management policy and procedures –GERAINT - DONE**
10. **Internal charity financial controls BLAIR**
11. **Trustee expenses policy and procedures BLAIR**
12. **Financial reserves policy and procedures BLAIR**
13. **Investing charity funds policy and procedures BLAIR**

Geraint circulated his draft Risk Management Policy May 2024 covering risks associated with finance and health and safety. This was signed off at this meeting.

7. H&S. Geraint reminded everyone that when the hall is not in use the fire door to the kitchen and the hatch must be closed.
8. Correspondence. Tim confirmed that the Guildhall advertisement had gone into Village Life Magazine and he had enquired about The Wenlock Herald but it was expensive. He did however get one in to Underneath the Wrekin, free because we are a registered charity.
9. In preparation for the **AGM on 22 July**, it was agreed to advertise on notice boards and Village Life to encourage younger candidates with relevant skills, especially social media.
   Appointed Trustees – Parish Council – Simon James, Tim Roberts, Rex Sartain
   PCC – Linda Clutterbuck, Cound Tennis Club – Mavis Hunt.
   Members and Elected members. Marion Adams, Stephen Crack, Claire England, Blair Nimmo, Kate Payne, Geraint Rees.
10. Projects.
    Speed ramps were discussed having seen two photos previously circulated by Geraint. Black with yellow ends and reflectors if possible were selected. Warning signs at both ends of the drive will only be placed if it is a legal requirement. Majority agreed. GR
    Acoustics. Stephen said that it would be appropriate to seek a quote from the company that fitted the baffles in the music room at Prestfeld as we need to know how much money we need to raise. All agreed SC
    Kitchen heater – for the winter try to find a suitable heater to minimise condensation.
11. Use of the Clubroom as a Community Resource.
    Stephen opened the discussion about the future use of the building.
    The bookshop has proved itself to be a benefit to the community and source of revenue.
    Geraint thought there should be space to sit and talk, read or use the free wi-fi which proved invaluable recently when the internet box on the main road was out of action.
    Kate felt that the toilet block would provide more secure storage for groups to leave their equipment.
    There was general agreement to all these views but in the meantime the righthand corner will be set up as the bank area for Marion to use at the fete and a suitable table found for visitors to sit at afterwards.
    The toilet block will need to be examined with a view to converting it into a storage unit.
    Proposed by Blair and agreed by all.
12. Recent Events. Flicks- One Lif a, Spring Sizzler Breakfast, thanks extended to both teams and aim for another breakfast in Autum. Police and Crime Commissioner election – done.
13. Future Events. St.Peter's Church Fete 18th May and Annual Parish Meeting 23rd May.
    Produce Show – 7th September
    Breakfast – 13th October
    Wine Tasting – to be arranged with M&P Paul.
14. AOB. Cound Cricket Club parking fee was discussed, currently £150.00pa. It was proposed to raise the next annual payment to £165.00. Most Trustees in favour so it will appear on the next agenda to be ratified.

    The next committee meeting will be following the AGM on Minday 22nd July 2024
    The meeting closed at 8.45pm.