

# HEWISH & PUXTON VILLAGE HALL

## *Committee of Management*

Christine Richardson (Chair) Sue Popperwell (Vice Chair) Richard Woolmington David Hares Pauline Pearce Sharen Hucker Donald Hill

**Chair: Christine Richardson**

**Hall Correspondence Address:** 18 Mitford Slade Court, Mendip Road, Yatton, BS49 4JG

**E-mail:** clerk@puxtonparishcouncil.org.uk **Landline:** 01934 835578 **Mobile:** 07774 125578

14<sup>th</sup> July 2018

To: the Trustees and Friends of Hewish & Puxton Village Hall

**A meeting of The Hall Committee will be held at 7.30pm on Thursday August 2nd 2018, in the Hall.**

**This will be immediately followed by a launch meeting of our replacement Charity, Hewish & Puxton Village Hall Ltd. at 7.45pm to which the public are invited.**

*Agendas are attached*

Dear All

We are pleased to announce the completion of the purchase of Hewish & Puxton Village Hall.

Meetings have been launched to effect the closing of the existing Charity as at the heading of this letter and to initiate the launch of its re-placement Charity, Hewish & Puxton Village Hall Ltd - a company limited by Guarantee and registered with the Charity Commission.

Thank you to everyone who has donated and helped to raise the funds for the Hall's acquisition. It is wonderful that the Hall is saved for all current and future users and residents of Hewish and Puxton.

The Hall was purchased by the new Hewish and Puxton Village Hall Charitable Company. This means that the old charity needs to be wound up and all funds be transferred to the new Charitable Company. The above announced meetings are to effect this change.

The new Charitable Company will initially be run by the existing Trustees and Directors, however, the Charity is for the benefit of the local community, beneficiary users and all the local area. We encourage local people and users to get involved in the running of what is *your* Hall, by either volunteering to be a Trustee and Director or becoming a Member of the Charitable Company. More details of how to become a Trustee and Director or Member will be explained at the second of the above announced meetings.

The Hall is a wonderful asset for the local community and we are now embarking on another fund raising campaign, in order to improve the Hall for the future.

We look forward to seeing you at the meetings and to your getting involved in the future.

Kind regards

**Christine Richardson**

*Chair of the Committee of Management*

---

# HEWISH & PUXTON VILLAGE HALL

## *Committee of Management*

Christine Richardson (Chair) Sue Popperwell (Vice Chair) Sharen Hucker Richard Woolmington David Hares Pauline Pearce Donald Hill

### **Secretary & Treasurer: Donald Hill**

18 Mitford Slade Court, Mendip Road, Yatton, BS49 4JG

E-mail: clerk@puxtonparishcouncil.org.uk Landline: 01934 835578 Mobile: 07774 125578

## **Agenda for Committee Meeting on Thursday 2nd August 2018**

*At 7.30pm, in the Village Hall*

1. **APOLOGIES**
2. **INTRODUCTION FROM THE CHAIR**
2. **MEETING MINUTES:** of April 3rd 2018 to be reviewed, agreed, and signed by the Chair.
3. **MATTERS ARISING**
4. **ACCOUNTS**  
**2017-18 Accounts to Date** - summary attached  
**Motion:** To confirm that this Charity be formally closed and de-registered and to transfer all the assets, including funds, to our successor charity, Hewish & Puxton Village Hall Ltd.
5. **ANY OTHER BUSINESS**
6. **RESIGNATIONS**  
To receive the resignations of the seven Trustees, who are all now Directors and Trustees of our successor charity.

***Attachments:** Minutes of April 3rd Meeting*

---

# HEWISH & PUXTON VILLAGE HALL LTD

A Company Limited by Guarantee : Registered Charity Number 1178504

## Directors & Trustees:

Christine Richardson (Chair) Sue Popperwell (Vice Chair) Sharen Hucker Richard Woolmington David Hares Roger Welch Pauline Pearce Donald Hill

## Secretary & Treasurer: Donald Hill

18 Mitford Slade Court, Mendip Road, Yatton, BS49 4JG

E-mail: clerk@puxtonparishcouncil.org.uk Landline: 01934 835578 Mobile: 07774 125578

## Agenda for a Meeting of Directors & Public, in the Hall, at 7.45pm on Thursday 2nd August 2018

### 1. APOLOGIES

### 2. WELCOME FROM THE CHAIR

Explanation of the new structure. The need for and opportunities for 'Members'

### 3. MEETING MINUTES: To note the minutes of the Company's first meeting of 25th January 2018, which were agreed by the attendees and signed off on May 3rd 2018.

### 4. ORGANISATIONAL DECISIONS

The company must establish some protocols as under (the solutions are only suggestions):

**The Financial Year** - 1st January to 31st December

**Annual General Meeting** - January or February

**Budget Preparation** - September/October (investment to be based on fundraising success)

**Membership** - A strategy is needed to encourage Members

**Registered Address** - Accountant or solicitor

**Permanent Website and e-mail arrangements**

### 5. ACCOUNTS & FUNDRAISING

**2017-18 Accounts to Date** - these will be circulated for information once the transfers from our antecessor organisation have been completed.

**Audit Advice:** Draft Financial Regulations, Assets Register, Budget and a Cheque Requisition form will be available for consideration at the next Board meeting.

**GDPR:** Ratification of Privacy Policy.

**Fundraising Update**

### 6. INHERITED OPERATIONAL MATTERS

To note items i. & ii below, for ongoing action:

#### i. MAINTENANCE & ADMINISTRATION

**Power Supply:** If unreliability problem persists Western Power will put a metre on the system to check supply consistency.

#### ii. HIRE FEES AND HIRING PROTOCOL

**"What's On" at the Hall:** People are keen to have more web-based information about activities in the Hall. *Pauline and Don to see what can be done.*

**Hire charges:** To be reviewed post AGM.

**Rules:** The terms and conditions are long and detailed and whilst they do need to be pointed out to hirers, Pauline suggested a short list of one-liner rules - inc about dog-barking that would make things clear to hirers - setting up times, dog barking, good housekeeping etc. *Pauline and Don to produce.*

### 7. ANY OTHER BUSINESS

### 8. DATE OF NEXT MEETING

*Attachments: Minutes of 25th January Meeting  
Privacy Policy  
Draft Governance Docs as at Agenda item 5.*