
HEWISH & PUXTON VILLAGE HALL

Charity Commission Number 304554

Committee of Management

Christine Richardson (Chair) Sue Popperwell (Vice Chair) Jane Woolmington David Hares Simon Baker Pauline Pearce Donald Hill

Secretary & Treasurer: Donald Hill

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Record of the Committee Meeting in the Village Hall on November 29th 2016

19/16 Apologies: Pauline Pearce, Simon Baker

20/16 Christine started the formal proceedings by distributing and going through basic Government - Charity Commission - guidance about being a Charity Trustee 'The essential trustee- what you need to know, what you need to do'. A copy is attached as **'Appendix 1'**

21/16 Operating Documents: Don Hill to send everyone copies of the Charity Commission Trust Deed - the understanding of which is vital to members being sensitive to the legal and governance obligations the Committee is obliged to follow

22/16 Lease: Greenslade Taylor Hunt, representing the landlord, e-mailed the Secretary indicating the Landlord is minded to sell the freehold of the hall premises rather than enter into a new lease. A valuation is needed before we can formally respond. Robin King said it is not their field of expertise, but David Plaister, who is known to two Committee members, is prepared to value the site and, if necessary, to involve a planner/architect contact to assess its development potential. Various scenarios were put forward to raise funds and to enter in to a possible future-value share with the seller. **Christine Richardson to arrange valuation.**

23/16 Maintenance and Inspection: A free fire assessment was carried out by a contact of Donald Hill and the resultant report circulated to members before the meeting. The summary of needed actions arising from this report are attached as **'Appendix 2'** to these minutes. The overall costs of the immediately needed maintenance is likely to be in the region of £2000. **Action via Christine Richardson and Donald Hill.**

24/16 Current Cleaning Arrangements: The Committee has a legal duty to regularise the cleaning arrangements at the Hall to accord with changes in legislation over recent years. Charlotte Veryard (mistakenly referred to in past paperwork as Charlotte Woolmington), has been cleaning the Hall for the past 18 months but has confirmed, via Jane Woolmington, that she will resign from doing so at the end of December 2016. The Committee reluctantly accepted this and asked the **Secretary to thank Charlotte for the service she has so willingly rendered.**

25/16 Future Cleaning Arrangement: Three alternative cleaning options are - Employ a cleaner, contract a self-employed cleaner, or appoint an established cleaning firm. **Jane Woolmington is exploring the employment option and Christine Richardson the contractor option.**

26/16 Log Book, Incident Book and First Aid Kit: **Don Hill to obtain.**

27/16 Curtains & Stage Curtains: need cleaning and re-hanging. As they need to be fireproof, action on this was noted as necessary but not included in the first wave of urgent action.

- 28/16 Decoration:** The Hall is 'tired' and needs freshening up. Before considering complete re-decoration - a longer term project - it was felt that a Volunteer Weekend could be arranged to carry out a deep clean and 'titivating' programme. **Christine Richardson offered to lead on this.**
- 29/16 Conditions of Hire:** The existing ones were thought to be ok and not in need of immediate review except that a damage clause needs to be included to compensate for the cancellation of the refundable booking deposit that has previously been applied. **Don Hill to modify the conditions and post copies to the indoor and outdoor notice boards; also to develop a version that can be given to each casual hirer on confirmation of booking.**
- 30/16 Hire Charges - Casual Hires:** the existing charges were considered unnecessarily complicated to administer. Casual Hire rates were proposed at £10 per hour with a minimum hire of 2 hours to be charged. Payment in full - by cash or cheque - will be required upon confirmation of booking. Deposits, half-day rates and full-day rates to be abandoned. **Don Hill to prepare and post new scales to notice boards.**
- 31/16 Hire Charges - Regular Hires:** The present list of regular hires is attached as '**Appendix 3**' of these minutes. There are a bewildering array of hires charges, of payment methods and of payment intervals that are too complicated for a volunteer force to reasonably be expected to administer in a way that is transparent and capable of efficient audit. There was considerable discussion around this issue and eventually a consensus began to emerge that the arrangements that have grown up over many years needed rationalising. It was agreed that before investigating hourly rates etc, the treasurer should implement a policy of regular hires paying the hire charges monthly in arrears, by cheque. Hire fees would be due for all regular bookings - whether utilised or not - unless a months notice of cancellation was given to the Booking Secretary so that the slot could be offered for casual hire. Don Hill to contact each regular hirer to clarify exactly what they need to pay to bring their account up to the end of December 2016 , to explain the new system to them and to liaise with Pauline Pearce to ensure a smooth introduction of the new system.
- 32/16 Date of Next Meeting:** Members will be briefed on progress to this meeting's actions and the next meeting will be arranged once there are significant developments to report and discuss.

The meeting closed at 10pm



- Charity Commission (<https://www.gov.uk/government/organisations/charity-commission>)

See more information about this Guidance (<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>)

Guidance

The essential trustee: what you need to know, what you need to do

Updated 10 July 2015

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1. About this guidance

This guidance explains the key duties of all trustees of charities in England and Wales, and what trustees need to do to carry out these duties competently.

Trustees have independent control over, and legal responsibility for, a charity's management and administration. They play a very important role, almost always unpaid, in a sector that contributes significantly to the character and wellbeing of the country.

Trusteeship can be rewarding for many reasons - from a sense of making a difference to the charitable cause, to new experiences and relationships. It's also likely to be demanding of your time, skills, knowledge and abilities. Being aware of the duties and responsibilities covered in this guidance will help you carry out your role in a way that not only serves your charity well but also gives you confidence that you will be complying with key requirements of the law.

You should read this guidance if you are a trustee of any charity based in England or Wales, including:

- a registered charity
- a charity that is not required by law to register
- a charity that is required to register, but has not yet done so

You should also read this guidance if you are thinking about setting up a charity or becoming a trustee in England or Wales.

The charity regulators in Scotland (<http://www.oscr.org.uk/charities/managing-your-charity/trustee-duties>) and Northern Ireland (<http://www.charitycommissionni.org.uk/charity-essentials/running-your-charity-guidance/>) have their own guidance for trustees.

If you are involved in running a charity but don't know whether you are a trustee, check the charity's governing document. (This is the document that sets out the charity's rules; it may be a constitution, trust deed, articles of association or similar document.) It will tell you which body has ultimate authority and responsibility for directing and governing the charity. All properly appointed members of that body are charity trustees in law, whatever they are called (trustees, directors, committee members, governors or something else).

If you are a member of that body, you are automatically a charity trustee. You share, with all members of that body, equal responsibility for the charity.

The Charity Commission expects trustees to take their responsibilities seriously. Using this guidance and ensuring you give sufficient time and attention to your charity's business will help. The commission recognises that most trustees are volunteers who sometimes make honest mistakes. Trustees are not expected to be perfect - they are expected to do their best to comply with their duties. Charity law generally protects trustees who have acted honestly and reasonably.

1.1 Must and should - what they mean

In this guidance:

- 'must' means something is a legal or regulatory requirement or duty that trustees must comply with
- 'should' means something is good practice that the commission expects trustees to follow and apply to their charity

Following the good practice specified in this guidance will help you to run your charity effectively, avoid difficulties and comply with your legal duties. Charities vary in terms of their size and activities. Consider and decide how best to apply this good practice to your charity's circumstances. The commission expects you to be able to explain and justify your approach, particularly if you decide not to follow good practice in this guidance.

In some cases you will be unable to comply with your legal duties if you don't follow the good practice. For example:

Your legal duty	It's vital that you
Act in your charity's best interests	Deal with conflicts of interest

Your legal duty	It's vital that you
Manage your charity's resources responsibly	Implement appropriate financial controls Manage risks
Act with reasonable care and skill	Take appropriate advice when you need to, for example when buying or selling land, or investing (in some cases this is a legal requirement)

Trustees who act in breach of their legal duties can be held responsible for consequences that flow from such a breach and for any loss the charity incurs as a result. When the commission looks into cases of potential breach of trust or duty or other misconduct or mismanagement, it may take account of evidence that trustees have exposed the charity, its assets or its beneficiaries to harm or undue risk by not following good practice.

1.2 How to use this guidance

You may want to read all of this guidance to get a better understanding of trustees' duties overall, or you may want to find out more about a specific topic. As a minimum the commission recommends that you read the summary of trustees' duties in section 2:

- section 2 of this guidance gives a summary of trustees' duties
- section 3 explains whether you can legally be a trustee
- sections 4 to 9 explain the 6 key duties of trustees in more detail
- section 10 explains when trustees can be liable and how to reduce the risk
- sections 11 and 12 provide more detail about charity structures, and the roles of charity officers
- section 13 contains definitions of technical terms used in this guidance

2. Trustees' duties at a glance

This is a summary of trustees' main legal responsibilities, which are explained in detail in the rest of this guidance. You should read this section as a minimum, and ensure you fully understand your responsibilities by referring to the rest of the guidance as necessary.

Before you start - make sure you are eligible to be a charity trustee

You must be at least 16 years old to be a trustee of a charity that is a company or a charitable incorporated organisation (CIO), or at least 18 to be a trustee of any other charity.

You must be properly appointed following the procedures and any restrictions in the charity's governing document.

You must not act as a trustee if you are disqualified under the Charities Act, including if you:

- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- are bankrupt or have entered into a formal arrangement (eg an individual voluntary arrangement) with a creditor
- have been removed as a company director or charity trustee because of wrongdoing

There are further restrictions for charities that help children or vulnerable people.

See section 3 for more information.

Ensure your charity is carrying out its purposes for the public benefit

You and your co-trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- ensure you understand the charity's purposes as set out in its governing document
- plan what your charity will do, and what you want it to achieve
- be able to explain how all of the charity's activities are intended to further or support its purposes
- understand how the charity benefits the public by carrying out its purposes

Spending charity funds on the wrong purposes is a very serious matter; in some cases trustees may have to reimburse the charity personally.

See section 4 for more information.

Comply with your charity's governing document and the law

You and your co-trustees must:

- make sure that the charity complies with its governing document
- comply with charity law requirements and other laws that apply to your charity

You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

See section 5 for more information.

Act in your charity's best interests

You must:

- do what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes
- with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body
- not receive any benefit from the charity unless it is properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner

See section 6 for more information.

Manage your charity's resources responsibly

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence.

Prudence is about exercising sound judgement. You and your co-trustees must:

- make sure the charity's assets are only used to support or carry out its purposes
- avoid exposing the charity's assets, beneficiaries or reputation to undue risk
- not over-commit the charity

- take special care when investing or borrowing
- comply with any restrictions on spending funds or selling land

You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty.

See section 7 for more information.

Act with reasonable care and skill

As someone responsible for governing a charity, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings

See section 8 for more information.

Ensure your charity is accountable

You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

- be able to demonstrate that your charity is complying with the law, well run and effective
- ensure appropriate accountability to members, if your charity has a membership separate from the trustees
- ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers

See section 9 for more information.

APPENDIX 2

HEWISH AND PUXTON VILLAGE HALL - THINGS TO BE DONE

SUMMARY OF ACTIONS ARISING FROM MARTIN KEMP FIRE REPORT

Christine Richardson to organise

Maintenance & Repairs for Immediate Attention

Fire Escape Doors: should be fitted with a single mechanism and should be immediately available. Consequently, it is recommended that the slide bolts fitted to the inner and outer front exit doors are removed. Also the front exit door is fitted with a Yale type lock it is recommended this is replaced with a device complying to BS-EN 179 so the dead locks and catches are a single action.

Fire Exit Areas: must be kept clear of obstructions and the storage of combustible items. To ensure that they can be safely used, fire escape routes must be free from slip and trip hazards. Rear external exit route slippery under foot due to a build-up of moss, the area needs cleaning.

External Side Fire Exit Door: is tight to frame and difficult to open. The door should be repaired

Inner Rear Fire Exit Door: has been changed from a double to a single exit door this then leads to a double final exit, It is recommended the single exit is changed back to a double exit so to provide a safer exit route especially for wheelchairs

Other Internal Fire Doors: self closing fire doors should close fully into their frames and latch fully where appropriate. The Kitchen fire door do not close / latch fully and require adjustment.

Signs for the OUTSIDE of Final Fire Exit Doors: All final exit doors should have “**Fire Exit – Keep Clear**” signs fixed to the **external** face of the door.

Signs for the INSIDE of Final Fire Exit Doors: The outward-opening side final exit doors and rear final exit doors have to be kept secured by with a panic bolt/latch or push bar/pad whilst people are in the building. Each door must be clearly signed ‘**Push Bar to Open**’.

Outside Signs: An outside **Fire Assembly Point** notice needed.

Fire Detection & Warning Alarm: In case there is a noisy party environment, a manual warning device such as a gong, manual bell, or air horn should be strategically placed so that it can be sounded in case of a fire.

Miscellaneous: Various rodent induced holes have appeared, which need blocking for now, pending more permanent solutions.

Emergency External Escape Lighting: to BS5266 1: 2011 needed for side & main entrances.

Emergency Lighting: needs testing annually. Existing emergency lighting need testing and certifying now and then be diarised for annual testing.

Fire Fighting Equipment: Fire extinguishers should be mounted so the handle is about 1.5 m from the floor: the carrying handle heavier extinguishers should be about 1m from the floor. All extinguishers need repositioning as they are too high off the floor. Kitchen extinguish need to be more accessible.

Hall Opening Up Procedure: a notice informing hirers of the importance of maintaining exits at all times and that no exits are to be locked while the hall is occupied.

Fixed electrical Equipment: to be tested NOW then every 5 years and an APPROPRIATE CERTIFICATE OF FITNESS IS ISSUED AT THE END OF A successful INSPECTION.

Plug-in Electrical Equipment: to be tested NOW then yearly and a PAT TEST CERTIFICATION ISSUED

Don Hill to organise

Fire Equipment: to be services, tested and certified NOW then Annually - Don Hill to organise.

Signs & Notices to be Finalised, Prepared & Displayed ASAP
Don Hill to draft

No Smoking Signs:

need to be strategically placed around the hall (not on the ceiling!)

NO SMOKING AT ANY TIME IN ANY PART OF THE HALL

Fire Action Notices:

to be placed adjacent to the Entrance door - Rear exit - Side exit and covering the information below:

Fire Action Procedures

THE FIRE ASSEMBLY POINT IS

Be sure, before your event, that adequate arrangements are in place for the safe evacuation of disabled attendees

**Evacuate the building TO THE FIRE ASSEMBLY POINT
Call the fire brigade immediately, to even the smallest fire.**

Do not re-enter the building until given permission by the Fire Brigade

IF A FIRE BREAKS OUT ANYWHERE IN THE HALL

If you are in the room where the fire is, leave it straight away, together with anybody else, then close the room door.

Do not stay behind to try to put the fire out.

Do not stop to collect personal belongings

Trigger the bell/alarm situated by the side exit which will be the signal for everyone to leave the building.

CALL THE FIRE BRIGADE BY DIALLING 999 (landline) or 112 (mobile)

When the operator answers give the telephone number you are ringing from and ask for FIRE.

When the fire brigade reply tell them clearly the address where the fire is.

Hewish & Puxton Village Hall, Maysgreen Lane, Hewish, BS24 6TR

Do not replace the receiver until the fire brigade has repeated the address to you and you are sure they have got it right. The fire brigade cannot help if they do not have the full address.

Once outside take a roll call of all the attendees of your function to ensure they are out of the Hall and one is in need of medical attention

Information to Hall Hirers

1. **Conditions of Hall Hire**
2. **Hall Opening Up Procedure:**
3. **EMERGENCY CODE** setting out:

In Case of Fire

- . a) a copy of the Fire Action Procedures and No Smoking Policy
A statement of where the outside Assembly Point is
the statement: Be sure, before your event, that adequate arrangements are in place for the safe evacuation of disabled attendees
- . l) How to report to the Senior Fire Officer on their arrival
- . b) a statement of the location of, and how to operate fire equipment
- . c) Details of the location and operation of the evacuation signal - which MUST be explained and demonstrated by the organiser at the start of an event
- . d) The evacuation procedure to the Outside Assembly Point of Safety including safety procedures
- . e) Identification of the escape routes – the meaning of running men and arrows
- . g) The importance and functions of fire resisting doors

In Case of Another Emergency:

Location of first aid kit and accident book

If Medical Attention is Needed:

There is a First Aid Kit in.....

There is an Accident Book in the in which you should record any injury causing incident that has occurred on the premises.

CALL AN AMBULANCE BY DIALLING 999 (landline) or 112 (mobile)

When the operator answers give the telephone number you are ringing from and ask for AMBULANCE.

When the ambulance service reply tell them clearly the address where the fire is.

Hewish & Puxton Village Hall, Maysgreen Lane, Hewish, BS24 6TR

Do not replace the receiver until the ambulance service has repeated the address to you and you are sure they have got it right. They cannot help if they do not have the full address.

At All Times:

- f) Stress the importance of general safety and good housekeeping - especially the care of electrical

equipment, cables and connectors be they the Hall's or the Hirer's.

Regular Inspections and Log Book *to be finalised and set up ASAP* ***Don Hill to organise***

There should be 2 fire drills per year.

A fire logbook should be kept in the hall to record the result of all checks, inspections and service of fire equipment and systems.

Diarise 5 yearly service and certification of fixed electrics.

Diarise annual PAT testing Hall-owned non-fixed electricals.

Diarise annual fire equipment service and certification

Diarise annual emergency lighting test, maintenance and certification to BS5266 Pt1

Inspections and Log Book:

To ensure that the means of escape is available at all times the emergency exit doors should be subjected to a regime of regular maintenance inspections. The result of these inspections should be suitably recorded

Test emergency lighting monthly by staff in accordance with BS5266 Part 1. and log results.

Sources of Ignition

Care should be taken to ensure that free-standing heaters (which, ideally, should not be in the hall at all) are not located close to any combustible items and they are turned off when the hall is unoccupied for a great period of time. A policy should be provided so all users are aware of the possible risk.

Appendix 3

Regular Hall Hirers

(including notes per Colin Barker & Don Hill)

St Anne's Playgroup – Contact Lesley Evans (01934 834867 / 07833 780732)

Days of Hire Monday, Wednesday & Thursday during School Terms 9:00 – 15:00 = 6hrs per session. Not hiring everyday of these days. outstanding fees due at £12.50 per session. From September term fees £13.00 per session increasing by 50p every new school year until they reach £8 per hour. **Currently behind with rent.** Need challenging all the time about fees and their lack of attending when hall could be hired to others. Paid by Cheque.

Woodspring Dogs – Contact Jean Hunt (01934 852697 / 07746 294949)

Day of Hire Monday 18:30 -22:00 (3.5hrs per session = £28). Fees currently £8.00 per hour, paid every 1 or 2 months. **Up to date?**

Dazzling Dogs – Contact Lucille Lang (01934 644460 / 07528 269687)

Day of Hire – Wednesdays 15:00 – 17:00. Fees currently £8 per hour paid at AGM in full in cash. **2015-6 Fees not paid at AGM = £16 per session.** Check booking diary for number of sessions.

North Somerset Brass – Contact - Colin Pompey (01275 872264 / 07771 785929)

Day of Hire – Friday 19:00 – 22:00. Fees £100 per month paid by DD — **PAID BY NSC?**

Step in Time Dance Company – Contact Leanne Watson (07534 242119) & Carina Watson (07823 883849)

Days of Hire – Friday 15:00-18:30 (3.5hrs - £28.00)

plus

Saturday 9:00 – 16:00 during school terms. Paid direct into Hall Bank Account

Fees £8 per hour plus a fixed Saturday fee of £50.00.

Puxton Parish Council – Don Hill (clerk@puxtonparishcouncil.org.uk) Meet – 1st Thursday in the Month except no hire in August. Fee £25 per session. Paid by Cheque against invoice. £200 due on December 1st to bring payment up to date as at December 31st 2016.

Hewish & Puxton WI – Contact Daphne Buttery (01934 511659 / 07845 916550). Meet 3rd Thursday in the month. Fees £14 per session. Needs addressing. Paid to Treasurer.