

MINUTES OF THE BRIDGNORTH COMMUNITY HALL (BCH)
MANAGEMENT COMMITTEE
MEETING

held on Tuesday 3rd September 2019 at 10:00 am
at College House, St Leonards Close, Bridgnorth

Registered Charity No 1050804

Present:

Mr E Marshall (Chairman), Mrs C Baines

In attendance:

Clerk to the Trustees, L Jakeman: Town Council RFO, R Williams

1. **Apologies:** Mr R Whittle, Mrs S Stevens, Mrs K Hurst-Knight, Mrs C Walden,
2. **Minutes** - The minutes of the previous meeting, held on 9th July 2019 were approved.
3. **Bank Mandate** – The committee agreed to add Connie Baines and Celia Walden to the bank mandate in order that they could be authorised to sign cheques and other payments.
4. **Finance Statements** – The meeting considered the summary financial statements relating to the end of year accounts and agreed that the full set of accounts be forwarded to the accountant to prepare a full set of end of year accounts that could be submitted to the Charity Commission in due course. It was further agreed that those present were minded to invest some further capital into the CCLA fund, from the current account.
5. **Management & Maintenance Provision** – The committee noted correspondence from the Charity Commission which included a draft S105 order. The committee agreed that to approve the draft and for that decision to be conveyed to the Charity Commission.

(Note: The agreement does not seek to set a management fee for payment to the Council but merely creates a framework in which the management committee at a later date can decide an appropriate level of payment).

6. **Training Event** – The Committee agreed to fund the training event scheduled for 30th September to a value of up to £500 with the residue being picked up by the Town Council.
7. **Next Meeting** – Those present suggested the next meeting be held after the scheduled training day at the end of September.

The meeting closed 11am.

Lee Jakeman
Clerk to the Trustees
Bridgnorth Community Hall