

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

**held on Tuesday 9th July 2019 at 1:30 p.m.
at College House, St Leonards Close, Bridgnorth**

Registered Charity No 1050804

Present:

Mr E Marshall (Chairman), Mrs S Stevens and Mr R Whittle OBE

In attendance:

Clerk to the Trustees, L Jakeman

1. **Apologies:** Mrs J Onions, Mrs K Hurst-Knight
2. **Resignation:** The Management Committee noted that Dr J Buckley had resigned from the management committee and that the Town Council should consider a replacement at its meeting on the evening of 9th July 2109
3. **Minutes** - The minutes of the previous meeting, held on 1 May 2019 were approved.
4. **Matters Arising –**
 - a. **Length of Lease –** Still work required to be undertaken to secure a lease beyond 24th April 2042.
5. **Charitable Status –** The Clerk to the Trustees provided an overview of a recent training seminar (hosted by Wellers Hedleys solicitors who specialise in parish/town council and charity law) that he had attended regarding charities. The seminar had included: good governance, Incorporated Charity Organisations (ICOs), management agreements, general pitfalls, lease renewals etc. The management Committee agreed that a briefing /some training/ workshop type event for the management committee and other councillors would be most useful. The cost of holding such an event for much of a day in Bridgnorth would be in the region of £300. It was agreed that a training event be held in late September (subject to costs being confirmed).
6. **Correspondence** - The Management Committee noted correspondence from:
 - a. Jodie Greenfield of Jodie Leigh School of Dance – Official Complaint Re Hall Hire Increase. The comments were noted however the Committee agreed that the increase in costs were necessary to maintain the long-term viability of the Hall. Much investment had been poured into the building since the Council became the Sole Trustee to ensure that it was compliant with appropriate health and safety and duty of care legislation. The Committee agreed that looking into cost saving measures should be a piece of on ongoing work. It was noted that currently the Community Hall did not contribute to several of the support costs of running the Hall

(provided by the Town Council) that the Town Council did not have the ability to dedicate more than the minimal administrative support. The Chairman was asked to contact Jodie Greenfield in response to her letter.

- b. Jenny Green The secretary of U3A – A request that the Community Hall Management Committee provide part funding for a drop down projector screen or, agree to U3A installing a projector screen (that would remain the property of U3A). The committee felt that the installation of a projector screen was a reasonable enhancement to the facility. The Committee agreed that the Bridgnorth Community Hall (BCH) charity should purchase (circa £320) and install (cost TBC) the equipment in order that it would for the remainder of its useful life be the property of the Charity and be available for use by all (subject to some final costings being confirmed). The Chairman was asked to speak with the Secretary of U3A regarding the matter (with the Charity intending to pick up the entire cost) and suggest that if U3A felt that they might be able to make a small donation to the Charity then that would be very much appreciated.

7. **Finance Statements** – The meeting considered the financial statements relating to the current year accounts and made the following points:

- a. With Bridgnorth Town Council having kindly waived much of their recharge staffing costs the BCH now looked to be on course to at least break even this financial year (ends 31 Jul 19).
- b. The Committee noted the payments made in the months since the previous meeting.
- c. It was felt that continuing the practice of seeking authorisation at Town Council for BCH payments should cease; the matter was for the management committee to approve. The BCH was a separate entity with a completely different structure and the inclusion of its payments in the Council minutes could give the impression that the two organisations were the same. The Town councillors could still have some oversight of activity of the charity through the minutes of the management committee minutes which should be circulated to them all.

8. **Management & Maintenance Provision** – The matter of reimbursing the Town Council for the significant services that it operates on behalf of the Charity was discussed in depth.

The Town Council had asked at its meeting of 16th April that: The Bridgnorth Community Hall Management Committee be asked to swiftly investigate all their options [in the report] in some detail to ensure the future viability of the Bridgnorth Community Hall that minimises the direct financial impact on the Town Council in future years and in turn present those proposals to the Town Council for consideration.

There appears to be a simple way of providing some recompense without the Council having to necessarily invoice (which incurs VAT) each element; that

being to have a management agreement whereby the Charity offers to pay a sum of money for 'servicing' the Community Hall. However, the Management Committee felt that the matter could be discussed with an expert at the proposed training event (discussed earlier in the meeting) before agreeing a formal course of action. They hoped the Town Council would appreciate the need to obtain some sound professional advice before committing themselves or the Council to an arrangement.

9. Any Other Business –

- a. Fees** –The Chairman informed the meeting that he had received a call that morning from a user group of the BCH who had commented about their 'reduced-rate' not being continued into the next financial year. It was agreed that currently the general one fee for all fees system (with no discounts being offered) from 1 Aug 2019 was appropriate – the BCH fees do not necessarily cover the running costs or allow for some income to be put away for a rainy day. The Chairman agreed to convey the sentiment to the user group.

- 10. Next Meeting** – Those present suggested the next meeting be held late September/ Early October to allow sufficient time for the end of year accounts to be prepared and the proposed training event to take place. Before agreeing a date it was suggested that those not be present be consulted about an appropriate date and time.

The meeting closed 3 p.m.

Lee Jakeman
Clerk to the Trustees
Bridgnorth Community Hall