

**MINUTES OF THE BRIDGNORTH COMMUNITY HALL (BCH)  
Management Committee Meeting**

**held on Monday 6<sup>th</sup> January 2020 10:45 am  
at College House, St Leonards Close, Bridgnorth**

Registered Charity No 1050804

**Present:**

Mr E Marshall (Chairman), Mrs C Walden, Mrs C Baines, Mr R Whittle OBE, Mrs S Stevens, Mrs K Hurst-Knight, Mrs C Walden

**In attendance:**

L Jakeman (Clerk to the Trustees): Mrs R Williams and Mrs R Follette

1. **Apologies:** Mrs S Stevens
2. **Minutes** - The minutes of the previous meeting, held on 3<sup>rd</sup> September 2019 were approved.
3. **Finance Statements** – The meeting considered the financial statements presented as at 30<sup>th</sup> November 2019.

It was agreed that hall hire costs would likely need to increase by at least 5% if the Charity was to begin to increase the reserves.

4. **Training** – The meeting reviewed the training event that had taken place on Monday 30<sup>th</sup> September and delivered by Roger Taylor of Wellers Hedleys Solicitors. Those that had attended expressed their satisfaction with the content and agreed that they had learnt much including: the role of a sole trustee, operating a charity in general, the opportunity to update the constitution through becoming a Charitable Incorporated Organisation (CIO), differing responsibilities between sole and custodian trustees amongst others.
5. **Future Governance** - The meeting agreed that there was significant merit in the Charity becoming a CIO. They noted that there would be some legal fees expenditure required to facilitate the process (initial estimates suggest somewhere in the region of £500, but to be confirmed). The meeting agreed that it should recommend to the Town Council that the Charity begins the process of becoming a CIO.
6. **Management & Maintenance Provision** – The committee noted correspondence from the Charity Commission which approved a S105 order.

The meeting agreed that it should pay an appropriate management fee to the Town Council for services that it provided; to cover such things as:

- the cost of administering bookings,
- providing caretaking and routine building maintenance tasks.
- financial management.
- officer time (the Clerk).

- governance administration.

Members considered a draft agreement to be used from 1 April 2020. It was suggested that a payment of £20,400 per annum be paid in quarterly instalments, subject to the arrangement being formally documented to provide some clarity between the 2 parties as to which services were included within that payment. The Clerk to the Trustees was asked to refine the document (copy attached) in line with discussions and forward the proposal to the Town Council.

It was noted that the Charity would still be liable for day to day running costs (utilities, rates, insurance and purchase of supplies) as they arose.

It was agreed that an interim payment of £6,000 (to cover the period up to 31 Mar 20) be made to the Town Council based on the terms identified in the draft agreement.

The meeting agreed that steps should be taken to align the Charity's financial year with that of the Town Council (so that they both end on 31 Mar). The Clerk to the Trustees will look into the matter and seek to amend the dates accordingly.

7. **Any Other Business:** E Marshall suggested that the Charity invest in a projector for use in the Hall. The meeting was not inclined to support the idea without some firm financial proposals and how any expenditure could be recouped.
8. **Next Meeting** – The next meeting will be held at 10:30 am on Monday 2<sup>nd</sup> March 2020.

The meeting closed 12:30 pm.

Lee Jakeman  
Clerk to the Trustees  
Bridgnorth Community Hall

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**DRAFT**

**Management Agreement between Bridgnorth Community Hall**

**(charity No:1040804)**

**And**

**Bridgnorth Town Council**

In line with S105 Order approved by the Charities commission on 11 September 2019 the Management Committee of the Bridgnorth Community Hall has: authority to enter into agreement and to retain payments, being satisfied that it is expedient in the interests of the charity to do so, the Commission authorises, subject to certain clauses

- (1) the management trustees to enter into an agreement with the trustee; and
- (2) the Town Council to receive and retain payments under the agreement.

The Bridgnorth Community Hall agrees to pay Bridgnorth Town Council with effect from 1 April 2020 an annual fee of £xxxx per annum to provide routine administrative support, first line maintenance and management.

The annual fee is to be payable quarterly in advance on 1 Apr, 1 Jul, 1 Oct and 1 Jan and is subject to an annual review (or other period that might be suitable to both parties).

The services provided as part of this management agreement are identified in appendix 1, attached.

Where work is identified above and beyond those items identified in Appendix 1, the Community Hall will engage an external contractor or, on request, the Town Council which will provide a quote for each piece of work and invoice the Bridgnorth Community Hall separately.

The review of the management agreement fee will be based on evidence of direct costs and a considered view of indirect costs.

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Interim Agreement (up to 31 Mar 2020)

It is acknowledged by the Community Hall Management Committee that the Town Council had deferred invoicing Bridgnorth Community Hall for services supplied (other than the caretaker wages) since 1 Apr 2019 until a formal agreement could be reached. Now that an agreement has been drafted the Management Committee have proposed that an appropriate management fee for the period 1 Apr 2019 to 31 Mar 2020 be £6,000

## Service Level Agreement Summary of Tasks and Indicative costs as at 5<sup>th</sup> January 2020

Nature of cost	Task	£ P/A	Comments
Staff Time	Produce agenda	99.00	assumes 4 meeting per year
Staff Time	Produce minutes	99.00	assumes 4 meeting per year
Staff Time	Attendance at meeting	198.00	assumes 4 meeting per year
Admin support	postage	65.00	assumes 100 letters out per year
Admin support	printing	45.00	assumes - 5000 sheets per annum
Admin support	Accounts package	75.00	small percentage contribution to council
Staff Time	Telephone calls	20.00	small percentage contribution to council
Staff Time	Booking enquiries	576.00	3 hours per month
Staff Time	Raise invoices	195.00	1 ¼ hours per month
Staff Time	End of month bank rec	195.00	1 ¼ hours per month
Staff Time	Raise cheques	117.00	45 mins per month
Staff Time	Input financial transactions	117.00	45 mins per month
Staff Time	Payroll	60.00	15 minutes per month – RFO
Admin support	Payroll contract	65.00	Contribution to contract costs
Staff Time	End of year reconciliation	120.00	assumes a 6 hour task once per annum
Staff Time	Legionnaires checks	120.60	Monthly inspections and testing
Staff Time	Fire checks	53.06	Weekly inspections and testing
Staff Time	Caretaking	16,329.60	25 hours per week
Staff Time	Emergency maintenance/ inspections	1,152.00	Hourly rate based on small contribution to tools/ transport/training/insurance etc. Work includes identifying cause of faults (repair only when it involves use of tools readily available) and meeting with contractors to effect repair
Admin support	work wear	50.00	
Staff time	Grounds maintenance	184.92	hourly rate based on small contribution to tools/ transport/training/insurance etc assumes 2 x 2 hour visits by 2 people to cut grass /trim shrubbery per annum
Staff Time	Health & Safety management	120.00	Maintenance of records and reporting of incidents
Admin support	Health & Safety contract	75.00	Contribution to contract costs
Admin support	IT - Pc and internet	200.00	includes contribution to cost of PC and MS office packages/ licences
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