

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

**held on Monday 2nd March 2020 10:30 am
at College House, St Leonards Close, Bridgnorth**

Registered Charity No 1050804

Present:

Mrs K Hurst-Knight (Vice-Chair), Mrs S Stevens, Mr R Whittle.

In attendance:

L Jakeman (Clerk to the Trustees):

1. **Apologies:** Mr E Marshall, Mrs C Walden, Mrs C Baines
2. **Minutes** - The minutes of the previous meeting, held on 6th January 2020 were approved.
3. **Future Governance** – The meeting agreed to take steps to work towards the Charity becoming a CIO and engage the firm Weller Hedleys who had provided the training back in September 2019 (subject to obtaining a reasonable quote – estimated to be circa £500). Clerk to Action
4. **Authorisation of Payments** – The meeting agreed that the matter of approval of expenditure for the Charity could and would from now be authorised by the management committee. In effect routine expenditure would be approved retrospectively (with the Clerk and the Chairman having delegated authority to approve) with any novel or significant expenditure that could not wait until a management committee meeting being subject to authorisation by the Chairman/ Vice Chair and one other committee member. (All committee members will be copied into any correspondence should this occur for transparency).
5. **Finance Statements** –
 - a. The meeting considered and noted the financial statements presented as at 31st January 2020.
 - b. The question of interest being earned on the bank balance was raised and that if no interest is being received could steps be made to ensure that there is some return on the balance. Clerk to consider.
 - c. With the change to the method of authorisation of payments it was agreed that the Charity would benefit for some more regular meetings (at least quarterly) but with an aspiration to be once every 2 months.
6. **Management & Maintenance** –
 - a. The meeting noted that the Town Council had approved the level of the payment suggested by the management committee for services provided by the Town Council. An amount of £6,000 was agreed for payment for the current year's services. Going forward the Charity would pay the agreed

annual amount over 4 equal quarterly instalments payable at the beginning of each quarter.

- b. The meeting noted that they should be mindful that any change to the status of the Charity (to a CIO) might require some technical accounting and bank mandates issues to be considered regarding timing of payments and the forming of a new organisation.
7. **Tree Works** – The meeting noted that a small memorial tree was in close proximity to a large Chestnut tree in the grassed area of the Hall. The Chestnut needed some minor tree works however, it was likely that the smaller tree would benefit from being moved to allow it access to light. The meeting asked the Clerk to speak with the Shropshire Council tree officer to provide an agreed set of works that would benefit both trees. The area in which the trees are located is within the conservation area and any work will require planning permission.
8. **Accounting Year** –
 - a. The meeting noted that the accounting year had been changed as instructed to now be 31st March.
 - b. The meeting was made aware of some comments from the Town Council's internal auditor regarding the end of year accounts and that the format would benefit from being changed. In recent years the accounts have been presented on an accruals basis. However, the turnover of the Charity is less than £250,000 and only requires to be presented in a receipts and payments format. Changing the format has some distinct advantages including simpler reporting to the charity commission and the end of the need to send the accounts to an external accountant to prepare and sign off. In any event the format of the accounts and disclosures are in the wrong format. The Town Council internal auditor could simply review the accounts for the Charity at the same time that he undertakes the Town Council end of year report and provide the required limited assurance. The proposed change would need the end of year (July 2019) accounts to be restated in terms of receipts and payments as well as the end of year 2018 accounts. The meeting wished to record that the matter had been considered in detail and discussed thoroughly and agreed that ***the Town Council as Sole Trustee of the Charity would need to formally agree a change in reporting format before the end of the current financial year (31st March 2020).***
9. **Hire Fees** – It was agreed that there would be no changes to the current fees until 1st April 2021 other than a separate set of changes being made for non-residents and non –regular commercial hire (an increase of £2 per hour for each booking). Any bookings already made for dates beyond 1 April 2020 will attract the current fees.
10. **New Vacuum Cleaner** – The meeting were of the opinion that the purchase of vacuum cleaner should fall to the Town Council as the item was a 'tool' as opposed to a consumable (e.g. floor polish and washing up liquid).
11. **Utility Bills** – The meeting authorised the payment of utility bills by direct debit.
12. **Any Other Business:**

- a. Mrs Stevens raised the issue of the length of the lease which has some 20 years remaining. The meeting agreed that before the end of the year some significant work needed to begin with the owner of the freehold to lengthen the lease significantly or, look to have the freehold passed onto the Charity. Clerk to progress.

13. **Next Meeting** – The next meeting will be held at 3:30 pm on Wednesday 8th April 2020.

The meeting closed 11:45 a.m.

Lee Jakeman
Clerk to the Trustees
Bridgnorth Community Hall

Encl.

1. Revised Fees from 1 April 2020

BRIDGNORTH COMMUNITY HALL

Severn Street, Bridgnorth, Shropshire. WV15 6BB

Registered Charity No. 1050804

c/o BRIDGNORTH TOWN COUNCIL

COLLEGE HOUSE, 4 ST LEONARDS CLOSE, BRIDGNORTH, WV16 4EJ

01746 762231

HIRE CHARGES FROM 1ST April 2020

<u>Area- Per Hour</u>	<u>Residents and Regular Users</u>		<u>Non- Resident/ Commercial Hire Charge</u>	
	<u>Weekdays</u>	<u>Weekends</u>	<u>Weekdays</u>	<u>Weekends</u>
<u>Whole Hall</u>	£15.00	£20.00	£17.00	£22.00
<u>Large Hall</u>	£12.00	£17.50	£14.00	£19.50
<u>Small Hall</u>	£11.00	£15.00	£13.00	£17.00
<u>Meeting</u>	£10.00	£15.00	£12.00	£17.00
<u>Kitchen (Per Session)</u>	£10.00	£20.00	£12.00	£22.00

There is a minimum hire time of 1.5 hours.

Conditions of Hire and Booking form must be signed to secure booking.

These charges may be subject to change

E&OE

LOW TOWN COMMUNITY HALL

Accounts Paid

358	Halls SMS	Cleaning Products - Oct 19	14.59
359	Halls SMS	Cleaning Products - Jan 20	1.94
360	Lightwire Electrical Limited	Installation & electrical work for Projection Screen	367.20
361	Plusnet	Broadband/Phone Line - Jan 20	23.16
362	Plan.com	Mobile Phone - Jan 20	18.60
363	Waterplus	Water Rates - 22nd Sept 19 to 12 Jan 20	206.03
364	Bridgnorth Town Council	Payroll - January 2020	1264.62
365	Plan.Com	Mobile Phone - January 2020	18.60
366	PlusNet Technologies Ltd	Telephone line/internet - January 2020	22.02
367	Halls SMS	Cleaning Products - January 2020	62.20
368	Power and Light Ltd	Two security light bulbs	5.40

2004.36

Accounts for Payment-Additional

Chairman

Date
