

MINUTES OF THE BRIDGNORTH COMMUNITY HALL

**Management Committee Meeting
held on Monday 23rd August 2021 at 7.20pm
at Bridgnorth Community Hall**

Registered Charity No 1050804

Present:

Mr E Marshall, Councillor C Baines MBE, Councillor N Cooper, Councillor A Buffey,
Councillor I Wellings

In attendance:

L Jakeman, Clerk to the Trustees
R Follette, Finance Administration, Bridgnorth Town Council

1) Apologies

Mr Ron Whittle

2) Minutes

Minutes of the meeting held on 1st December 2020 were approved.

3) Finance Statements

The meeting considered the financial statements as at the end of Month of July 2021. Committee members were given the opportunity to review hard copies of the Charity's bank statements.

4) Insurance

The management committee noted that the insurance for the building and contents (Thru' access insurance – policy number 5307530G/AU19797 – cost £471.63) was due for renewal on 28 October 21. The committee were of the view that the current insurance provision was satisfactory and that the Clerk in consultation with the chairman should negotiate cover for the forthcoming year, provided that there was no significant increase (i.e., not above 5%).

5) Bank Mandate.

The Management Committee agreed that all current members of the Committee be authorised signatories of the bank mandate for the Community Hall's bank account (60-03-26; 36822779) and the CCLA deposit account with immediate effect.

6) Any Other Business.

a) New Committee

As there had been a significant change in the management committee recently and this was the first meeting of the new committee, a general conversation took place about historic matters relating to the running of the Hall, there was some general agreement that there would likely need to be a couple of committee meetings in quick succession to gain knowledge and then begin to address wider governance issues. The committee noted that due to the covid pandemic over the past 18 months there had been little management activity recently and they felt that the following should be addressed in the near future (or restarted):

- i) **Delegation** - New members expressed a desire for clarification of their role and delegated responsibilities. While it appears, through a number of previous minutes, implied comments and general custom and practice that the Management Committee is responsible for management of the charity on behalf of the sole Trustee though it is not articulated with any clarity. The Committee felt that it would be helpful for clarity to have an up-to-date resolution by the Sole Trustee (Town Council) that the Management Committee is responsible for managing the affairs of the charity.
 - ii) **Lease** – The building is owned by the Bridgnorth Community Hall charity, but the land on which it stands is leased from Shropshire Council. The current lease runs until 2042. The Committee think it prudent to give serious consideration to the future, and so asked the Clerk to begin discussions on this matter with the leaseholder. The committee were mindful that a significant extension to the lease or an outright purchase might both be suitable.
 - iii) **New / Revised constitution** - The Committee was reminded of its previously stated intention for the Charity to be reconstituted under the umbrella of a Charitable Incorporated Organisation (CIO). The Chairman agreed to prepare an initial draft, as per the example on the Charity Commission's website, and circulate to members.
- b) **Management Fee** – Agreed to make payment to Bridgnorth Town Council for the agreed management fee for the first quarter of FY 2021/22 (£5,100). It was noted that with the significantly reduced number of bookings and income (circa £3k) over the first 4 months of the financial year, and an expectation that there would unlikely be a return to historical norms in the near future, the committee felt that a reduction in the annual management fee payment to Bridgnorth Town Council should be reduced by a figure of circa £6k.
- c) **Hire Fees** – Committee noted that the next review of fees was due as at 1 April 2021 and members were asked to begin to consider what level of fees might be suitable next year.
- d) **Committee Structure** - The Committee were of the view that there was likely to be some merit in widening the management committee membership to include more non-councillors, and that some active promotion of the desire for wider

community involvement in the oversight and management of the charity be undertaken.

7) **Next Meeting** – The next meeting proposed to be held on Friday 8th October 11 am. January 2021.

8) **Meeting ended- 8.45pm**


Lee Jakeman
Clerk to the Trustees
Bridgnorth Community Hall

Enclosure.

Income and Expenditure summary / Balance Sheet / Bank Reconciliation / Nat West Bank Statement / Current Fees as at 31 July 2021.

13/08/2021

Bridgnorth Community Hall Current Year

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Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration								
1000 Lettings	4,104	3,007	0	(3,007)			0.0%	
1800 Miscellaneous Income	20,503	0	0	0			0.0%	
1870 Interest Received	8	0	0	0			0.0%	
Administration :- Income	24,614	3,007	0	(3,007)				0
4019 Recharges to BTC	15,400	0	0	0		0	0.0%	
4115 Water Rates	987	462	0	(462)		(462)	0.0%	
4120 Heat and Light	2,106	1,086	0	(1,086)		(1,086)	0.0%	
4130 Insurance	517	0	0	0		0	0.0%	
4150 Cleaning	768	(8)	0	8		8	0.0%	
4155 Cleaning Materials	537	103	0	(103)		(103)	0.0%	
4170 Repairs	510	35	0	(35)		(35)	0.0%	
4440 Telephone	503	174	0	(174)		(174)	0.0%	
4560 Accountancy	264	0	0	0		0	0.0%	
4899 Miscellaneous Expenses	38	0	0	0		0	0.0%	
Administration :- Indirect Expenditure	21,630	1,853	0	(1,853)	0	(1,853)		0
Net Income over Expenditure	2,985	1,154	0	(1,154)				
Grand Totals:- Income	24,614	3,007	0	(3,007)			0.0%	
Expenditure	21,630	1,853	0	(1,853)	0	(1,853)	0.0%	
Net Income over Expenditure	2,985	1,154	0	(1,154)				
Movement to/(from) Gen Reserve	2,985	1,154						

13/08/2021

Bridgnorth Community Hall Current Year

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Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
200	Current Bank Account	41,019	
280	CCLA Deposit Account	6,619	
	Total Current Assets		47,638
	<u>Represented by :-</u>		
300	Current Year Fund	1,154	
310	General Reserves	46,484	
	Total Equity		47,638

Date: 09/08/2021
Time: 15:43

Bridgnorth Community Hall Current Year

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Bank Reconciliation Statement as at 31/07/2021
for Cashbook 1 - Current Bank Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/C	31/07/2021	533	40,562.38
			<u>40,562.38</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
26/04/2021 000005 PHS Group		-40.36	
09/07/2021 000021 Provac		8.16	
19/07/2021 000018 Bridgnorth Town Council		24.00	
			<u>-8.20</u>
			40,570.58
<u>Receipts not Banked/Cleared (Plus)</u>			
23/07/2021 BCH51		448.25	
			<u>448.25</u>
			41,018.83
		Balance per Cash Book is :-	41,018.83
		Difference is :-	0.00



Current Account

00105837
0061/0001

Date	Details	Withdrawn	Paid in	Balance
26 Jul 2021	BROUGHT FORWARD			40,991.73
27 Jul	Cheque 001843	34.86 /		40,956.87
29 Jul	Cheque 001845	461.99 /		40,494.88
30 Jul	Credit 101348		67.50	40,562.38



BRIDGNORTH COMMUNITY HALL
BUDGET EXPENSES ACCOUNT

Account Number 36822779
Branch sort code 60-03-26
National Westminster Bank Plc

533

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 2021

Area- Per Hour	Residents and Regular Users		Non- Resident/ Commercial Hire Charge	
	Weekdays	Weekends	Weekdays	Weekends
<u>Whole Hall</u>	£15.00	£20.00	£19.00	£24.00
<u>Large Hall</u>	£12.00	£17.50	£16.00	£21.50
<u>Small Hall</u>	£11.00	£15.00	£15.00	£19.00
<u>Meeting</u>	£10.00	£15.00	£15.00	£19.00
<u>Kitchen (Per Session)</u>	£10.00	£20.00	£14.00	£24.00

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