

## MINUTES OF THE BRIDGNORTH COMMUNITY HALL

### Management Committee Meeting held on Friday 8<sup>th</sup> October 2021 at 11 am at Bridgnorth Community Hall

Registered Charity No 1050804

#### Present:

Mr E Marshall, Councillor A Buffey, Councillor N Cooper, Mr R Whittle, Councillor I Wellings.

#### In attendance:

L Jakeman, Clerk to the Trustee

R Follette, Finance Administration, Bridgnorth Town Council

#### 1) Apologies

Councillor C Baines MBE

#### 2) Minutes

Minutes of the meeting held on 23<sup>rd</sup> August 2021 were approved.

#### 3) Finance Statements

- a. The meeting considered the financial statements as at the end of Month of August 2021, copies enclosed. Committee members were given the opportunity to review hard copies of the Charity's bank statements.
- b. The meeting considered a report from the Town Council's finance department regarding levels of historic and predicted income. A discussion followed regarding a number of items:
  - The pattern of bookings was considered to see if cost savings might be found.
  - Closing the hall for some days and disrupting regular users was considered to be a retrograde step as the potential savings were nugatory and likely to damage future income,
  - The Committee was minded to continue with the current pricing format (different fees for regular and non-regular users and weekday and weekend rates) and agreed that it was not necessary at this stage to confirm that (likely) position.
  - Committee members were asked to engage other local groups about potential use and sharing of resource.
  - The reserves should be restated in some fashion so that there is a separate reserve for long term routine maintenance that will likely increase as the building ages. A figure of circa £35k was identified,

- Consideration was given to caretaking and security arrangements that might reduce costs.
- It was felt that the Charity should contact the supplier of the major support services to renegotiate the cost of caretaking.

#### 4) **Insurance**

The management committee noted that the current policy (renewal date 28 Oct 2021) has been extended for a further year at a cost of £527.

#### 5) **Management Fee**

Nicky Cooper advised the meeting that the matter of waiving part of the management fee had been raised at the Town Council meeting on 7<sup>th</sup> September when the matter was raised and that following discussion a formal proposal to waive some of the management fee was not put forward for consideration.

#### 6) **Town Council Minutes** (Governance)

The management committee had had recently asked the Sole Trustee (Bridgnorth Town Council) to confirm delegated powers/role/responsibilities of the management committee. At its meeting on 7<sup>th</sup> September the Town Council defined by resolution of the Council as follows:

**Bridgnorth Community Hall Management Committee (as appointed by the Town Council) is responsible for management of the Bridgnorth Community Hall Charity (Registered Charity No 1050804) and its affairs on behalf of the Sole Trustee (Bridgnorth Town Council) and will report regularly to the sole trustee to demonstrate that it is carrying out its delegated functions appropriately.**

#### 7) **Caretaking.**

It was noted that a significant amount of the caretaking costs related to the setting of the alarm and that by permitting approved regular users (who receive a discounted fee) to have appropriate access to set and unset the alarm would likely reduce caretaking costs of the supplier.

#### 8) **Status of the Charity and becoming a CIO**

The Committee considered a draft constitution based on the Charity Commission Model (previously circulated) and felt that forming the current Charity's objectives via a Charitable Incorporated Organisation (CIO) was the preferred way forward. It would allow the charity to have a stand-alone constitution. The Management Committee were of the view that the Town Council acting as the sole trustee of the Charity was the least desirable way of overseeing a charity. The status of being a CIO would likely help in attracting members of the wider community in being involved with the charity.

The committee agreed that they would wish to expand the management committee to include up to 3 more (non-councillor) committee members to permit wider community

involvement. It was noted that the Management Committee would need the approval of the Sole Trustee (Town Council) to expand the membership and allow those 3 additional persons to be appointed by the current membership of the Management Committee.

The Clerk was asked to make contact with Wellers Hedleys (LLP) to understand how best the Management Committee might begin to progress a submission to form a CIO that retained the same objectives as the current charity, one that would allow for the aspiration to remove the need for a Sole Trustee but would also accommodate that Sole Trustee status if required.

**9) Any Other Business.**

Minutes of the meeting to be forwarded to the Sole Trustee and presented at the next Full Meeting of the Town Council to support the request of the Sole Trustee to be suitably informed. (Clerk to the Trustee to request suitable agenda item on the next Town Council Agenda to request suitable formal and suitable resolution)

**10)Next Meeting.**

Friday 29<sup>th</sup> October 2021 11am, College House,

**11)Meeting ended- 12.50pm.**

Lee Jakeman  
Clerk to the Trustee  
Bridgnorth Community Hall

Enclosure.

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