



**Minutes**  
**of the virtual meeting between**  
**HENRY SAMUEL HALL**  
**Management Committee and Sole Trustees**  
**held online**  
**on Wednesday 3<sup>rd</sup> March 2021**  
**at 2.00 p.m.**

**Present:**

<b>Sole Trustees</b>	<b>Management Committee</b>
Cllr Oatham (Chairman)	Mel Clarke (Chairman)
Cllr Spires (Vice-Chairman)	Terry Kelly
Cllr Haywood	Cllr Haywood
Cllr Chandler	Cllr Chandler

**Clerk:** Mrs L Whitefield

**In attendance:** Sue Gibson (RCCE)

**1 Welcome**

Mel Clarke welcomed all to the meeting. Sue Gibson is a village hall advisor for RCCE.

**2 What is the exact role of the Henry Samuel Hall Management Committee?**

Linda Haywood clarified the role of the committee as stated in the terms of reference:

- Management of all bookings of the hall
- Day to day maintenance of the hall
- Payment of bills up to £250
- Representation of users in the hall

Sue Gibson confirmed that historically the hall was ran by a small group of trustees until 2019 when it was decided that due to them not being able to maintain the hall and not complying with the charity commission, that a resolution would be offered to transfer the charity to the Parish Council(PC) to act as Sole Trustees(ST). The PC would continue the role of the charity but it would have to be separate from the business of the PC.

Sue confirmed the following:

- The ST has overall responsibility for the charity
- ST to call at least two meetings a year between two parties, separate from the PC
- Terms of reference can be changed if required ie higher amount to be spent
- Any big decisions that affect the charity should be referred back to the ST by holding a meeting.
- Finances are kept separate between both parties.
- Communication is key to decide what can be authorised.
- To check with ST before large grant applications are submitted.

Cllr Spires requested that the Management Committee use the Clerk in all correspondence and she can pass on information to the ST.

**3 What is the role of the Sole Trustees?**

Sue confirmed the following in addition to the above:

- Business of the Charity should never appear on the PC agendas/minutes other than if the charity approaches the ST for a grant.
- The HSH should be added to the asset register of the PC but with a £1 value
- Ensure that the HSH is insured
- Clerk to call meetings, take minutes, provide agenda for only the required meetings.

#### **4 Bank accounts and bills**

Linda Haywood clarified the terms of reference for the HSH account. At present, one HSH/one ST signatory required if under £250, 2 signatories required from ST if payment over £250. Terms of Reference can be changed as agreed with ST. LH to change these terms and to increase the limit that can be spend without having to contact the ST. Management committee would like to make their own decisions.

The approval of the End of Year accounts is the responsibility of the ST before it is submitted to the Charity commission (any business can be carried out after a PC meeting)

The resolution would need to be re-signed once the changes take place.

Grants – Either the ST or the Management committee can apply for grants depending on who is nominated to apply.

The Management committee can decide on the project, get the quotes, take to ST, check this is acceptable and then an application can be made.

#### **5 Insurance**

Discussion over whether the ST could add the HSH to their insurance policy and the difference will be paid. Sue confirmed that the insurance had to be in the name of the charity but an application for a grant from the PC could be agreed to cover part or all of this cost each year.

The HSH or the land does not belong to the PC so they would not have an insurable interest in the property.

LH to check with other insurance companies to find a cheaper quote.

#### **6 Future of the hall**

The recent survey carried out in the village could have been done better which resulted in mixed messages on Facebook. Hall is in a bad state of affairs.

Sue outlined the way the charity commission and hall are linked:

Land is owned by the freehold (charity). The land and the hall were given for the purpose of being held in trust to be used as a village hall. It can be sold but permission needs to be obtained from the charity commission. Then any money raised can either be invested and held for the purposes of a future project to build a village hall or it could be used for other charitable purposes in the village.

If the plot of land and the building is sold, the money arising from the sale of the property could be put towards building a new property on Parish Council land ie the Lawling Park but the PC would have to gift that land to the charity or it could be leased from the PC.

As long as the charity commission doesn't end up in a worst position than it was before.

Cllr Oatham pointed out that the hall had a lot of history, but even if it is rebuilt, it is still in a dangerous position on the road. He felt hall would offer more options if built in the park. Could still be called the HSH, could even be modelled in a similar design but felt that the vote needed to go back to the people to decide what they wanted to do with it.

Sue suggested once restrictions lifted that an open day be held to explain options to residents.

Option once new hall is built, to revert back to a small group of independent trustees to release the PC from their obligations.

Sue confirmed that the hall was to be used for the Parish of Mayland and the neighbourhood, so the hall could be moved to Maylandsea.

Suggestion to dedicate a room in the hall as a historical centre, with memorabilia or a family history centre.

LH to look at what can be retained and what can be sold from the hall.

Suggestion to get planning permission on the land if it was to be sold.

Mel closed the meeting at 3.17pm after thanking all those who attended.