

## Minutes of the Meeting of Chelveston Village Hall Association on Wednesday, 7<sup>th</sup> April 2010 at 7.30.pm. in Chelveston Village Hall.

### Present:

Chairman: Mr Patrick Logue.; Mrs Christine Foulger; Mrs Jean Izzard; Mrs Jo Mould; Mrs Wendy Williams; Cllr Patricia Mommersteeg; Acting Clerk: Cllr Adrian Dale

### Apologies:

Cllr Michael Foulger (illness)

### Purpose of the meeting:

This meeting was called to review the reports produced by Cllr Dale for the Trustees on 11<sup>th</sup> February and 31<sup>st</sup> March 2010.

### Key finding from the reports:

1. As a charitable body the Chelveston Village Hall Association is not functioning effectively at the present time. It is certainly not meeting the objectives of its Trust Deed nor complying with the requirements of the Charity Commission:
  - a. The composition of the Trustee body is not fully conformant with the Trust Deed. There are insufficient Trustees, they are not properly elected and there is no representation from the School Trustees.
  - b. Its summary accounts and balance sheets have not been drawn up in a timely manner.
  - c. It has not held the required Trustee meetings, nor the public Annual General Meeting.
  - d. Submissions have not been made to the Charity Commission by the required dates.
  - e. The Trustees have not discharged their primary collective duty in respect of the charitable objectives agreed with the Charity Commission – holding the lease of the Village Hall in Trust for the use of the Village.
2. However, most of the current Trustees are actually unclear on their duties, responsibilities and most importantly their personal liabilities as Trustees. A number of the Trustees were indeed not even aware that they were in fact **legally** Trustees of the Charity. There is no record that they have signed the minute book as required to confirm their appointment as Trustees. They believed they were simply members of a “Village Hall Management Committee”, a role inherited by virtue of their roles in other organizations e.g. W.I, Mums and Toddlers etc.
3. Whilst the Chelveston Village Hall Association currently has £4,859.20 in its bank accounts (and £1,314.40 in the Millennium Garden Fund), it is making a loss of between £500-£600 per annum even with the unrealistic annual rent of £300. It does not therefore have the funds or cash flow to enter into a new long term lease on any commercial basis. It certainly does not have the funds to develop the Village Hall to meet today’s accessibility and hygiene regulations. A premises licence was last granted in 2005 but there is a realistic prospect that such a licence would not be re-issued in the future if any changes to the terms were requested because the facilities do not meet modern standards.
4. Furthermore, the School Trustees are not in a position to grant a new lease at any “peppercorn” rates because of the ongoing costs of maintaining the building are so high. Cumulative maintenance costs on the Village over the lifetime of the old lease meant that the School Trustees have made a significant loss on the lease with rent only covering around 60% of the costs.

### The proposed way forward:

5. The School Trustees have now agreed to take on the formal responsibility for the provision of an improved Village Hall and Educational Institute **facility** but will require an active management committee to handle the redevelopment and then the ongoing day to day operations.

6. Cllr Dale therefore proposed that the Chelveston Village Hall Association be formally wound up as it was no longer a going concern and is not in a position to fulfill the role for which it was originally created. The assets of the Chelveston Village Hall Association would then be transferred to the Educational Foundation of Abigail Bailey and Ann Levett as a contribution to the redevelopment of the facility and its ongoing management.
7. In order to achieve this, a meeting of the Village needs to be held. This would be done at the Annual Parish Assembly in May which would also constitute the required Annual Meeting of the Chelveston Village Hall Association.
8. The existing Trustees would be asked to resign, so discharging their responsibilities and a set of interim Trustees would be appointed, either the Parish Councillors or the School Trustees. They would then undertake the formal winding up process with help from the Charity Commission.
9. The existing Trustees would be able to join the new management committee to help take the facility forward. Wendy Williams and Jo Mould expressed an interest in doing so. Jean Izzard wishes to stand down completely. Christine Foulger was unclear as to her future availability in view of Michael's illness but was sure that Michael would wish to be involved in some capacity.

**Resolutions:**

IT WAS UNANIMOUSLY RESOLVED BY ALL TRUSTEES PRESENT:

1. That the Chelveston Village Hall Association be formally wound up as a charity and that its assets be transferred on trust to the Educational Foundation of Abigail Bailey and Ann Levett for the purpose of redeveloping and running a Village Hall and Educational Institute facility for the benefit of the inhabitants of the Parish of Chelveston-cum-Caldecott.
2. That the legally required Annual Meeting of the Charity be held as part of the Annual Parish Assembly in May 2010.
3. That all of the existing Trustees of the Chelveston Village Hall Association resign at the beginning of the Annual Meeting as provided for in clause 6 of the Trust Deed (1977).

**Approved as a true record of the meeting:**

**Cllr Adrian Dale  
Acting Clerk**



**Patrick Logue  
Chairman**