

Minutes of Charity Committee Meeting held in the Dining Room, Hadleigh Town Hall on 12th September 2019

PRESENT: Cllr R Beggerow, Cllr C Schleip, Cllr G Talbot, Cllr A Gregg, Cllr E Wilson-Downes

2 members of the public

1. OPENING

Cllr Talbot opened the meeting to explain that as the Chair of the Committee was away he had agreed to Chair the meeting and as the Locum Clerk was unavailable Cllr Beggerow offered to take the minutes. Councillors unanimously agreed that Cllr. Talbot would Chair the meeting and Cllr Beggerow take minutes.

Cllt Talbot reminded those present of the guidelines relating to publishing or filming the meeting

2. DECLARATIONS OF PECUNIARY AND NON_PECUNIARY INTEREST

None declared

3. DISPENSATIONS

None Received

4. APOLOGIES

Cllr H Allan , Cllr C Cammack

5. PUBLIC FORUM

No Questions were raised by members of the Public but a member of the Public pointed out that the Agenda for the Meeting was not on the Web Site 3 days in advance of meeting. Cllr Talbot explained that the Agenda had been posted on the Town Council Official Notice board 3 days in advance and whilst we aim to publish on the Web Site at the same time we are still having issues getting this process completed.

6. MINUTES OF MEETING HELD ON 13th AUGUST

Cllr Gregg asked why the Agenda and Minutes of last meeting were only circulated to members of this Committee on the day of the meeting. Cllr Beggerow also stated that he did not receive his summons and papers until this earlier this afternoon. This was insufficient time to look at the items on the agenda and consider the resolutions as per our standing orders.

Cllr Talbot explained that was on oversight by the Clerk to issue the papers for this meeting 3 days in advance. Cllr Talbot explained that the meeting could not be cancelled within 3 days of the proper notice being posted and that some matters may need to be carried forward if we are unable to resolve at this meeting.

Cllr Gregg asked if the Risk Assessments had been carried out on the Guildhall and for Tours. Cllr Schleip bought up the fact that there had been a walk around the building and

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felt that due to the number of repairs she felt it would be wise to get a proper professional appraisal or maintenance work needed. Cllr Gregg asked if a risk assessment had been completed for the volunteers & the tours they conduct. Cllr Schleip replied no and that they did not know still who the volunteers were. Cllr Gregg said that for any event a risk assessment should be carried out prior to it being held & volunteers advised. Cllr Schleip agreed to get this document prepared. When asked about Pat testing Cllr Schleip was not sure about this and was asked to include this as part of the full risk assessment review.

Councillors unanimously agreed to add to the next meeting agenda **To consider commissioning a professional survey of the Guildhall and Town Hall Complex that will identify all maintenance work required.**

Councillors unanimously agreed to approve the Minutes of the meeting held on 12th August 2019.

7. ACTION POINTS UPDATE

a) Preparation of letter by the Clerk.

Cllr Beggerow reminded Councillors that this item related to a letter registering concerns and seeking professional advice over the format of the Charity Accounts. The letter was sent to Mr A Crisp at Emmerson's the accountants who had Audited the accounts of the Charity. The letter was sent on 23rd July and to date no response has been received. A chase up message had been sent and if response was not forthcoming Cllr Beggerow agreed to take the matter up with a Partner at Emmersons.

b) Audit Report

Cllr Beggerow advised that following comments received in the Town Council's Audit Report the Town Council had approved the commissioning of an independent review of payments approved by Non Councillors and that this review would include the accounts of the Charity.

c) Ethical Property Review

No further update

d) Monthly Bookings Data Sheet

Cllr Talbot had brought the Bookings File to the meeting and reported that there were 7 new bookings received in the last month. Cllr Beggerow said he had started a series of meetings with Mrs Brown and the Locum Clerk documenting the Finance and bookkeeping processes and that the next session is scheduled to be held on 17th September and would cover the Bookings Process and following that he would make some recommendations on Digitising and sharing the bookings data.

Cllr Gregg asked if we had any Bad Debts. Councillors were not aware of any and **Cllr Beggerow agreed to find out.**

e) Tours Risk Assessment

This matter has been discussed already under Agenda Item 6.

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f) Locality Funds Update

Cllr Talbot advise he hopes to hear soon if we have been successful with our grant application

g) Greener Heating

Cllr Talbot advised the matter of obtaining an Energy Performance Certificate (EPS) was on the Clerks to do list.

h) Planning/LBC requirements

No update available. Carry forward to next meeting

i) Facebook Page

No update available. Carry forward to next meeting

j) Fundraising Plans

No update plans available. Carry forward to next meeting. Cllr Gregg asked about the planning and funding for the Street Xmas Tree's and Cllr Talbot advised this was a matter dealt with by the Town Council, with the local businesses purchasing the trees for the street and volunteers putting them up.

Cllr Gregg asked if there was an opportunity for the Hadleigh Food Bank to get involved with the Charity as a means of raising funds. Cllr Talbot pointed out that the terms of the Charity Trust are clear that we can only lease or hire out rooms. We could not enter into any other form of arrangements.

Cllr Beggerow asked how the food bank operates financially and Cllr Gregg confirmed the Food Bank relies entirely on donations of food and then it gifts to the deserving public, and there is no financial gain from this operation.

We agreed we should review all the current hire charges at next meeting.

8. FINANCES

a) Monthly Accounts Statement.

Cllr Beggerow explained the statement we have been presented with is a copy of the bank statements for August on the 2 main accounts used, and not an analysed Income and Expenditure account that we expected to see. Cllr Wilson-Downs asked why this was the case. Cllr Beggerow explained that he had learned today in the course of the Finance Handover session that the books of the Charity are based on an Excel Spreadsheet that has not been updated since March, so the production of copies of the Bank Statements was the next best thing to show us the current funds position. Cllr Beggerow could not advise when the books would be updated.

Cllr Gregg pointed out that the name on the Bank Statements was that of the previous Town Clerk. It was unanimously agreed this name should be removed.

Cllr Gregg proposed that the Charity Accounts for payment should be approved in a similar manner to Town Council Accounts with a schedule of payments being presented to this Committee every month and the Charity bank account signatories

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should not make any payments that have not been approved by this Committee. Councillors unanimously agreed to this proposal.

Cllr Gregg said she had learned that the Bar Operator only passed on the agreed percentage of profits for functions in the Dining Room and Grand Hall. It was suggested that these are the only locations that are licensed and a member of the Public pointed out that Judith Brown holds a personal license in her name. **After discussion it was agreed that the matter of changing the name of the License needs to be dealt with by the Clerk ASAP in view of Judith Brown's departure at the end of September and at the next meeting there should be a review of the Commercial arrangements with the Bar Operator.** A member of the Public confirmed that there is a documented agreement in place that should be in the Office.

Cllr Gregg asked what was the situation regarding replacing Judith Brown who is employed by the Charity and the Town Council. Cllr Beggerow and Cllr Talbot pointed out that the Full Council has set up a Staffing Matters Panel and this Panel is expected to not only appoint a new Town Clerk but also a finance officer to keep the books of account. Cllr Schleip stated that the Staffing Panel has met once and prepared for the process of interviewing but at this time no adverts have yet gone public. *Cllr Gregg pointed out that in July 18 meeting of the Town Council the appointment of temporary staff had been approved and that the Charity must employ someone to cover the bookings and finances and this was now a very urgent matter. All Councillors agreed with this.*

After discussion about the merits and demerits of one person having 2 employers it was unanimously agreed that there should be only one employer (HTC) and the hours spent on charity bookings and bookkeeping should be invoiced to the Charity on a time sheet basis. It was recognised that this matter is our recommendation and needs to be approved by the Full Town Council

b) State of General Finances.

Cllr Beggerow advised that based on August activities the current account funds look as if they are reducing by approx. 2.5K per month. The current account funds shows a balance of 31K and this is after 35K was transferred from investments to cover repairs earlier in the year. If nothing else changed there would be sufficient funds to last approx. 12 months when the only way forward would be to seek grant support from the Town Council. This forecast may change if we are successful in getting grant support towards some of the items that were being considered for spending from the 35K.

9. TOURS AND EVENTS

Cllr Gregg asked for an Update on the Xmas Craft Fair, but we had no information on this so agreed to carry this forward

10. GUILDHALL VOLUNTEERS

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Sue Angland who was in the public area was asked for an update on the constitution of the Guildhall Volunteers. She advised this has been prepared and been sent to Cllr Allan. **Action agreed, Helen to share the constitution with Charity Committee on her return and to carry forward to next Agenda**

11. NEXT MEETING

Cllr Gregg asked if there was any reason to have Charity Committee meetings at 7pm rather than 7-30 as for all other Council Meetings. It was agreed unless there was a good reason unknown to us it made sense to have alignment of our starting times the same at 7-30pm.

Tuesday 8th October 2019 7-30pm

12. ITEMS FOR NEXT MEETING AGENDA

1. Cllr. Gregg.
 - i. Landlord's Visit on the Caretakers Premises and review of his Tenancy Agreement.
 - ii. Update on a confidential staffing matter.
 - iii. Review Hire Charges
2. Cllr Schleip
 - i. Review of Maintenance Work
3. Cllr. Beggerow
 - i. Constitution of Guildhall Volunteers

13. CLOSE OF MEETING

Meeting closed at 08-45