



Hadleigh Town Council

CHARITY COMMITTEE

Tuesday 14th January 2020 at 7pm in The Dining Room at Hadleigh Town Hall, Market Place, Hadleigh IP7 5DN.

MINUTES

1: Opening	<p>Councillors attending: Councillor Beggerow (Chair), Carolyn Cammack, Carol Schleip,</p> <p>Apologies for absence were accepted from Councillor Allan and Gavin Talbot.</p> <p>No members' declarations of pecuniary and non-pecuniary interest were made</p> <p>No consideration of requests for dispensations.</p> <p>Also in attendance: 7 members of the public</p> <p>The Chair read aloud a statement, indicating that in accordance with the changes in legislation, the public and Councillors were allowed to film, record, photograph and use social media to report on the proceedings of the meeting. A full transcript is available from the Clerk.</p> <p>A member of the public stated that they would film the meeting. The Chair asked if anybody objected to being filmed. No objections were raised.</p>
2: Minutes	<p>To approve minutes of previous Charity Committee meetings held on 17 December 2019.</p> <p>Moved by Councillor Schleip and Seconded by Councillor Cammack</p> <p>The minutes were unanimously agreed as a record of the meeting.</p>
3: Public Forum	<p>15 minute session. Maximum 3 minutes per person.</p> <ul style="list-style-type: none">• A member of the public stated that the Minutes of 17 December 2019 Charity Committee in regard to item 5, reference s "the <i>Hadleigh Food Bank Charity</i>", however the Food Bank is not a registered charity. The Chairman responded that the minutes were a record of what was stated by the person in that Item, but that the Town Council recognises that the Food bank is not a registered Charity.• A written question was handed to the meeting by a member of the public. It read



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	<p><i>“Hadleigh Town Council is the trustee of the Hadleigh Market Feoffment Charity, a charitable trust which owns the Guildhall complex. Under the terms of the governing document of the Charity, which was made by an order of the Charity Commission, the Town Council is under an obligation to let the Guildhall complex. Rental income from leases and tenancies granted by the Town Council, after deduction of certain expenses, must be distributed for charitable purposes in Hadleigh. The economic benefit of the Guildhall belongs to Hadleigh. Is the visit of the Ethical Property Foundation the initial step by the Town Council to obtain all requisite professional advice to enable it develop a strategy for letting the Guildhall complex in accordance with its obligations?”</i> The Chairman responded that the Ethical Property Foundation’s report is the first step in identifying options for the Town Council. It will be used as the basis for future debate on how best to move the Charity forward. The Chair confirmed that the obligations of the Trust Deed are known.</p>
<p>4: Ethical Property Foundation</p>	<p>To note: Update committee on visit by Ethical Property Foundation on 12 December 2019.</p> <p>It was noted that the expected Ethical Property Foundation report has not yet been received, and that upon receipt it would be brought to a future meeting.</p>
<p>5: Fundraising Activities</p>	<p>To consider Fundraising Activities for the Charity - Proposed Events and Volunteers</p> <p>Cllr Allan provided a written list of ideas for events and activities to generate funds for the Charity. No other ideas were put forward.</p> <p>The item was noted.</p>
<p>6: Building Refurbishments</p>	<p>To consider Building Refurbishments - Proposal to update Ladies Toilet Facilities adjacent Guildhall and the forming of a projects committee for the Grant works.</p> <p>The Chairman stated that the Ladies Toilet is in need of refurbishment and initial estimates for the replacement of W/Cs is £500. Sink items are likely to be a similar value, and general decorating is also required. It was recommended that a budget of £1,000 is made available for the refurbishment.</p> <p>Moved by Councillor Cammack and Seconded by Councillor Schleip</p>



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	<p>It was unanimously resolved that £1,000 should be made available to effect the refurbishment of the Ladies Toilets.</p> <p>It was noted that small repairs programmes address day-to-day issues, but that a group should be established to appraise the Guildhall building fabric and to recommend a programme of works for its repair and maintenance over the longer term. It was noted that a report into the building was prepared around three years ago, which would guide the proposed group. It was considered that the group could include both Councillors and other interested persons.</p> <p>The Chairman’s discretion allowed a question from a member of the public regarding the timing of implementation of the already-agreed refurbishment of the kitchen. The Chairman stated that the works would commence as soon as practically possible.</p> <p>Moved by Councillor Beggerow and Seconded by Councillor Schleip</p> <p>It was unanimously resolved that a Sub-Committee be set up to establish the condition of the building and develop a long-term repairs and maintenance plan.</p>
<p>7: Financial Update</p>	<p>To consider Financial Update - Xero Accounting Package and proposal to use Aaron Clark accountants to bring HMFC accounts up to date.</p> <p>The Chairman set out that the Charity’s accounts are not up to date, but that an accountancy software package has been purchased to assist the account management in the future. It was stated that the Town Council’s accounts have recently been brought up to date through the appointment of Aaron Clark Accountants, and it was proposed that Aaron Clark Accountants should also be appointed by the Charity, for consistency. Cllr Schleip observed that the costs of the service would be offset by the current savings made as a result of staff vacancies.</p> <p>Moved by Councillor Schleip and Seconded by Councillor Cammack</p> <p>It was unanimously resolved that the services of Aaron Clark be obtained to manage the Charity’s accounts.</p>
<p>8: Booking system</p>	<p>To note “Hallmaster” Booking system and Hall usage.</p> <p>It was noted that the new online booking system to modernise and</p>



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	<p>create efficiencies is being tested and will be available in the near future.</p> <p>Members wished to minute their thanks to Councillor Allan for her tireless work developing the Hadleigh Market Feoffment Charity.</p> <p>The item was noted.</p>
9: Future Meetings	The next Charity Committee meeting will be held on Tuesday, 11 th of February 2020.
10: Close of meeting	The meeting closed at 7.35pm

Signed

A. McMillan

Andrew McMillan
Town Council Manager
15 January 2020

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