

## **HADLEIGH TOWN COUNCIL MARKET FEOFFMENT CHARITY COMMITTEE**

### **MINUTES OF THE MARKET FEOFFMENT CHARITY COMMITTEE MEETING HELD IN THE DINING ROOM, HADLEIGH TOWN HALL, ON TUESDAY 13<sup>TH</sup> AUGUST 2019**

**PRESENT:** Cllr H Allan, Cllr R Beggerow, Cllr Carol Schleip, Cllr C cammack, Cllr G Talbot, Cllr A Gregg

Diana Stroh – Locum Clerk

10 members of the public

#### **1.8 OPENING**

Cllr Allan reminded those present of the guidelines relating to publishing or filming the contents of the meeting.

#### **2.8 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST**

Cllr Gregg stated she had a pecuniary interest with regard to item 13 on the agenda

#### **3.8 DISPENSATIONS**

None received

#### **4.8 APOLOGIES**

Cllr E Wilson-Downes

#### **5.8 PUBLIC FORUM**

A member of the public asked what was happening with the replacement of staff related to finance.

Cllr Gregg stated there were discussions going on behind the scenes whilst Cllr Beggerow stated he believed this was going to full Council in the near future.

A member of the public asked if agendas could be uploaded onto the website in the same place for continuity.

#### **6.8 MINUTES**

Minutes of the Hadleigh Town Council Market Feoffment Charity Committee meeting on the 9<sup>th</sup> July were approved and signed

#### **7.8 ACTION POINTS UPDATE**

- a) Terms of Reference – Councillors were advised that the Terms of Reference had previously been approved and adopted at the last full Council Meeting

- b) Preparation of letter by Clerk – Councillors were advised the letter had been compiled and sent on the 23<sup>rd</sup> July with a response still awaited.
- c) Audit Report – Councillors were advised by Cllr Beggerow that the Audit Report had not yet been seen for the year ending in 2018.

He stated the accounts showed that no funds had been moved into the extra-ordinary repair fund for the last fifteen years and that this may be a breach of the accounts statement.

He stated the minimum transfer amount is £100 per annum and proposed the Committee pay this amount for each of the fifteen years previously missed.

Cllr Allan stated deeds from 1978 (Item 24, point 2) states that a transfer of not less than £100 should be established and maintained.

Councillors **unanimously agreed** to transfer £1,500 into the extra-ordinary repair fund.

- d) Cheque signatories – Cllr Allan advised Councillors that all signatories had received the relevant paperwork from the bank and were now able to authorise cheques.
- e) Ethical Property Company invite – Cllr Allan advised Councillors that the relevant contact had been emailed and the Committee was awaiting a response from 19<sup>th</sup> August onwards.
- f) Monthly bookings data - Cllr Allan advised Councillors of four bookings from the start of the month, these being two sports-based bookings and two family functions.  
  
Cllr Gregg asked if a list of bookings could be made available with Cllr Allan stating there was nothing at present but it was hoped future bookings could be shared online via a spreadsheet, whilst acknowledging this could be difficult to keep updated.  
  
Cllr Beggerow suggested a spreadsheet could be published online, for viewing only and agreed to look into this on behalf of the Committee.
- g) Tours risk assessment – Cllr Allan advised Councillors this had not yet happened and that a working group meeting had been arranged, at the previous full Council Meeting, for Tuesday 20<sup>th</sup> August at 12 noon, stating that the situation involving volunteers needed looking at.
- h) Events working group – Cllr Allan advised Councillors that this item had already been sorted.

- i) Emergency key-holder update – Cllr Allan confirmed with Councillors that she was now the third emergency key-holder.
- j) Account information – Cllr Allan advised Councillors that the two main Charity accounts had not been touched other than for repairs to the building. She stated the other two accounts were listed to be debated at Item 8 on the agenda.
- k) Grant submission – Cllr Allan advised Councillors that a submission had been made within the closing date for work to be carried out on the upstairs kitchen and staircase carpet. She added that specific figures were to be considered later in the meeting.
- l) Locality funds update – Cllr Allan advised Councillors that there had been no feedback and deferred the item to be considered at a future meeting. Cllr Talbot stated an email from County Councillor Fraser indicated these funds could be repurposed.
- m) ‘Greener’ heating – Cllr Allan advised Councillors that there had been no response from relevant parties, while Cllr Talbot stated this matter was being discussed by the Climate Change working group. He stated there was no energy performance certificate available and that this would be useful for future improvement recommendations.  
  
Councillors **unanimously agreed** to Cllr Talbot’s proposal to obtain an energy performance certificate for the Guild Hall building and requested the Clerk obtain suitable estimates.
- n) Planning/LBC requirements – Cllr Allan stated this had not been looked into at present.
- o) Facebook page – Councillors requested Cllr Gregg look into contacting administrator for the Facebook page to establish how and who can update page.
- p) Insurance check/risk assessment – Cllr Gregg advised Councillors that the details of ex-Town Councillors were still on these documents. Cllr Allan stated a recent issue regarding repairs to the building had been covered by the insurance, and would be further considered at item 10 on the agenda.
- q) Contact details for Insurance Company – Cllr Allan advised Councillors that contact details had been updated.

- r) Hadleigh on Show – Dog – Councillors were advised that organisers of the Hadleigh On Show event wished to have a dog open the show. Councillors **agreed** to the dog opening the show.

## **8.8 FINANCES**

Cllr Allan advised Councillors that the current bank account held £178.47 of funds and the holding account held £35,476.32, with the majority of this being repairs transfers.

She stated the Committee needed to look at the financial position without money coming from the Town Council, adding the Council was looking at the needs over the next three years for grant-type funding.

Cllr Beggerow stated accounts needed to be produced for the Market Feoffment Charity Committee meetings, adding it was a fairly straightforward process if the accounts were up-to-date, proposing a financial statement be produced.

Cllr Allan stated the accounts may not be up-to-date due to current staff issues.

Councillors **unanimously agreed** for a financial statement to be produced for each HTCMFC Committee meeting and be published at the same time as the agenda.

Cllr Allan advised Councillors that, other than bookings, the Charity had no income source and even if a grant was agreed this would wipe out the account.

Cllr Talbot stated the grant may have to be paid in two instalments and that meeting minutes from the 28<sup>th</sup> March showed a Babergh DC representative advising on longer-term resources. He suggested the Charity consider a building manager/marketer for longer-term income solutions.

Cllr Allan stated new heaters were needed before winter, before asking how much funding was needed.

Cllr Beggerow stated the £35K comes from investments by way of a permanent endowment, a recoupment account and the extra repair fund.

Cllr Talbot asked if any of these investments could be accessed, with Cllr Beggerow suggesting it wouldn't be easy and that some support from the Town Council might be needed, whilst acknowledging the rental payments had been stopped for valid reasons.

Cllr Schleip asked if quotes for the boiler had been received to which Cllr Allan confirmed they had but it wasn't just a matter of replacing the boiler and they needed to look at 'greener' alternatives.

Cllr Talbot stated there could be opportunities under greener incentives funding.

Cllr Beggerow stated he was intending to propose action with regard to a handover of financial processes with relevant staff members so knowledge of the accounting system is not lost. He went on to say training is available from the host company.

Cllr Allan offered to assist with this.

Cllr Gregg asked if this had been agreed at a previous meeting before offering to take on the bookings role.

Cllr Allan stated the Committee needed to know what was going on before staff members left.

It was suggested that Councillors consider the amount of money needed for MFC activities going forward to be debated at the next Committee meeting, with Cllr Talbot looking at longer-term funding options.

### **9.8 GRANT APPLICATION**

Cllr Talbot stated the application had been submitted on the 28<sup>th</sup> July, with the amount having been agreed at a previous meeting. He stated the grant was for 80% of the full costs with the match-funding amount being slightly more than expected.

Cllr Talbot stated the total expenditure was £20,098.95, with the grant funding being £16,079.16 and the match-funding amount needed being £4,019.79.

He proposed these figures be approved and Councillors **unanimously agreed** to approve the figures.

Cllr Talbot went on to state the Council were looking at grants longer-term with most heritage funds allowing applications from Town Councils.

Cllr Beggerow stated it was good to have Cllr Talbot's experience in assisting with grant-funding options.

### **10.8 WORKS TO BUILDING**

Guild Hall pointing work – Cllr Allan advised Councillors that whilst awaiting confirmation from the Charity's insurance company, Mr Cunningham had undertaken the brick re-pointing work. Subsequent advice from the insurance company stated he was covered to do the work.

Cllr Allan read out the email sent to Mr Cunningham, thanking him for his work.

### **11.8 TOURS AND EVENTS**

Forthcoming bookings – Cllr Allan advised Councillors that a decision had been made to suspend all tours and events but that there were now no minutes to confirm this.

She stated there were two events currently booked into the diary. The first being a tour with afternoon tea for approximately forty people on the 12<sup>th</sup> September and the second being a tour for staff of Ipswich Building Society on the 7<sup>th</sup> October.

Cllr Allan stated the volunteers needed were happy to attend and suitable insurance was in place before requesting Councillors support these tours going ahead, subject to the relevant booking forms.

Cllr Gregg asked if a risk assessment for the volunteers was required before the tours could go ahead.

Cllr Schleip asked about food hygiene issues with Cllr Allan stating the food was prepared off-site and brought in on the day.

Cllr Talbot asked if the insurance would cover volunteering for the Charity and whether a risk assessment could be done in time.

Cllr Gregg asked who was responsible for the booking process and who would be taking the money to which Cllr Allan stated she assumed it would be through the office.

Cllr Allan went on to say a meeting had been arranged for the Tuesday to work through current processes and risk assessments but was requesting whether the two visits could go ahead, subject to these issues being sorted.

Councillors **agreed** to allow the two tours, on 12<sup>th</sup> September and 7<sup>th</sup> October, to go ahead subject to proper processes, finances and risk assessment being sorted.

Cllr Allan advised Councillors of an exhibition about Partridges taking place on the 19<sup>th</sup> and 20<sup>th</sup> October.

She stated the family had lent exhibits for this and the booking indicated it was likely to be a popular event, possibly fuelled by imminent changes to the Partridges building.

A brief overview of how the event came to be was given by a representative of the archivist group.

Cllr Cammack asked who was organising the event and was advised this was the archivist group.

Councillors were advised there was a £1 entry fee and money would also be made on light refreshments.

Cllr Schleip suggested this could be a marketing opportunity to promote the Council building.

Cllr Gregg asked if the whole building was being used and Cllr Schleip asked if a risk assessment was to be completed to which Cllr Allan stated this shouldn't be a problem.

Cllr Gregg asked if a booking form had been submitted and Cllr Allan stated this would be arranged before confirming with Councillors that the booking form pack was available for them to familiarise themselves with.

Cllr Beggerow suggested there was an opportunity to promote the event on the Council's Facebook page, with Cllr Gregg asking who updated the Charity website.

Cllr Allan suggested Cllr Allman may be able to assist with this.

Cllr Allan asked if Councillors were happy for the Craft Fair to go ahead, to which they agreed they were.

### **12.8 HADLEIGH GUILD HALL VOLUNTEERS**

Guild Hall volunteers constitution – Cllr Allan advised Councillors that they didn't have the constitution available and deferred this item to the next MFC Committee meeting.

### **13.8 FUNDRAISING PLANS**

Cllr Gregg advised Councillors that she had a figure in mind by which to plan events up to the end of the year.

Cllr Allan stated the Committee were looking for the ethical report to be available before the start of the next financial year on 1<sup>st</sup> January 2020.

Cllr Talbot suggested longer-term plans could take into fundraising opportunities through a proper fundraising strategy. He went on to say the Committee needed to look at Charity documents that indicated 'letting' the building not 'hiring' it and whether the constitution needed changing.

Cllr Allan stated legal advice was required for this with Cllr Beggerow agreeing the Committee needed to be confident of terms.

Cllr Gregg stated she had some fundraising ideas and suggested Christmas events needed to be looked into at the next meeting, including obtaining the main Christmas tree and trees for local businesses.

She suggested a children's Halloween Party/Disco and a New year's Ball.

She suggested a paranormal event in the Town Council building, explaining that paying guests would spend a night in the building looking for paranormal activity.

Cllr Gregg asked if parking spaces could be rented out to which Cllr Allan stated there were no parking spaces, just a court-yard, with parking spaces being business-rated.

Cllr Allan stated this need to be looked at with regard to information within the booking forms.

Cllr Talbot asked how the events were to be organised, whilst agreeing Christmas should be prioritised. He went on to suggest the necessary resources might not be available, including people to help out.

A member of the public suggested individuals familiar with organising events and whether the Committee should be seeking advice from them.

Cllr Beggerow suggested it may be better to 'hire' than 'organise' to limit risk.

Cllr Allan suggested Cllr Gregg might like to plan for a couple of events to scope out initial ideas.

A brief discussion followed over the lack of a lease for an outdoor Christmas Market.

At this stage Cllr Gregg left the meeting due to a pecuniary interest in the following matter.

Cllr Allan stated Cllr Gregg had booked the Guild Room and garden for a fund-raising event on behalf of a charity, involving afternoon teas with and alcohol. Cllr Gregg had previously stated the room hire was the biggest expense and may have chosen an alternative venue if the full cost had been identified at an early stage. Cllr Allan stated Cllr Gregg would like to know if a discount was available for charity purposes.

Cllr Allan stated the Market Feoffment was a charity too and didn't make these concessions normally.

Councillors asked the cost of the room hire to which Cllr Allan stated £145.40.

Cllr Schleip stated this set an unhealthy precedent.

Councillors **unanimously agreed** not to offer a discount to the hire cost.

Cllr Gregg re-joined the meeting at this point.

Cllr Allan advised Cllr Gregg that her request had been declined on the basis that staff members didn't get discounts and Councillors didn't want to set such a precedent.

#### **14.8 DATES FOR FUTURE MEETINGS**

Cllr Allan advised Councillors that a draft list of meeting dates was available, and was to be approved by full Council the following week.

It was confirmed that the next meeting would be the 10<sup>th</sup> September.

Cllr Allan stated she would be unavailable for this meeting, with Cllr Talbot agreeing to Chair the meeting if required.

#### **15.8 TO CONSIDER EXCLUSION OF PUBLIC AND PRESS**

Cllr Allan advised Councillors that it was now common knowledge that the Charity was losing a member of staff and there didn't seem to be any need to exclude the public and press from the next item on the agenda.

#### **16.8 STAFFING MATTERS RELEVANT TO HTC/MFC**

Cllr Allan confirmed Mrs Brown had resigned her role with the Market Feoffment Charity and Hadleigh Town Council and would serving out her notice until the end of September, before stating Councillors needed to consider replacing her.

Cllr Schleip asked how many hours Mrs Brown worked to which Cllr Allan stated she believed it was ten and a half hours, in addition to her hours for the Town Council.

Cllr Talbot suggested if the Charity's booking system was to go online did Councillors know how this would affect the role going forward and would it be appropriate to consider a building manager.

Cllr Beggerow stated it was a one person/two employer role with the one accounting system for both the Council and the Charity, and whether the system would support two people working on it.

Cllr Gregg asked about how long the office was open to which Cllr Allan stated the Charity didn't need the office.

Cllr Schleip asked if Mrs Brown completed the payroll, to which Cllr Beggerow stated she did, for both the Council and the Charity.

Cllr Schleip asked if the hours could be increased to which Cllr Allan stated the Charity's needs were covered by existing hours.

Cllr Beggerow stated a better layout of the roles was probably needed, with Cllr Schleip asking if it could be on a fixed-term contract.

Cllr Talbot asked if a six month fixed term contract, from the Charity's point-of-view only, could be considered, thereby keeping things as they were in the immediate time-frame and possible changes in the future.

Cllr Allan stated that, according to the Charities Commission, they had to have their own set of policies and procedures which further complicated the dual role.

Cllr Allan proposed that she, Cllr Beggerow and Cllr Gregg review the role with Mrs Brown and possibly convene an extra meeting to address any issues.

Cllr Gregg suggested the need for a marketing/sales person to work on income while Cllr Talbot stated there were outstanding issues regarding the building before staffing needs were known.

Cllr Allan suggested a temporary staff member take on short-term role until a more permanent solution could be identified.

Cllr Beggerow stated a temporary staff member may not have a knowledge of the systems.

Cllr Schleip suggested PAYE systems could be outsourced to SALC.

Councillors **agreed** to a review of Mrs Brown's role involving Cllrs Allan, Beggerow and Gregg.

Cllr Gregg stated ex-Councillors may have made payments on the Charity accounts with Cllr Beggerow stating it had been previously agreed that these accounts would form part of the external review.

8.54pm, meeting closed

SIGNED

DATE