

# ELLENDUNE HALL TRUST



## Minutes

### Minutes of the meeting held on Monday 12 March 2018 at 7.30pm in the Ellendune Community Centre

#### 9.0 Present

Malcolm Bennett  
Lisa Campisano (Vice Chair)  
John Hewer  
Gareth Jones (Chair)  
Andy Spry  
  
Manager: Tracey Masters  
Secretary: Jodie Smart  
Treasurer: Mariola Cornut

There was 1 member of the public present.

#### 10.0 Apologies

Apologies were received from Pradeep Bhardwaj and Peter Maddox.

#### 11.0 Declarations of Interest

There were no declarations of interest.

#### 12.0 Approval of Minutes

It was **AGREED** that the minutes of the AGM and Trust meetings held on Monday 12 February 2018 are approved.

#### 13.0 Finance

Trustees reviewed the accounts from November 2017 to February 2018, a copy of which are attached to these minutes as Appendix A. A full discussion regarding the current financial processes and possible improvements took place.

**Action:** Secretary to arrange a meeting with herself, the Treasurer and the Manager to investigate the current financial improvements and investigate the setting of procedures to improve financial practices.

## 14.0 Managers Report

14.1 The Manager asked for guidance from Trustees as to what they would like her to report to future meetings. Trustees agreed that they would like future reports to contain information on:

Previous bookings

Prospective income

Repairs and maintenance requirements

Any user complaints received

Information regarding any persistent debtors

A breakdown of any regular times/days when facilities are not booked

14.2 The Manager reported that she had obtained several quotes for work to be carried out on the Community Centre Roof which currently has three visible leaks.

14.2.1 The largest repair required is to the roof above the stage where a full fix to the roof is required. This is estimated to cost £10,800.00 for a repair with a 10 year guarantee.

Trustees **RESOLVED** to submit a capital grant application to Wroughton Parish Council to cover the cost of this repair.

14.2.2 The Manager stressed that the more urgent repair required was to the flat roof above the corridor as this had the most visible damage to the interior of the building.

Trustees **RESOLVED** that this work should be completed as soon as possible and agreed to use GK Roofing to complete the works at a cost of £1,980.00.

## 15.0 User Group Committee

Trustees **RESOLVED** to approve the formation of and Terms of Reference for the User Group Committee. Terms of Reference are attached to these minutes as Appendix B.

## 16.0 Constitution

Trustees **RESOLVED** to approve the new constitution, a copy of which is attached to these minutes as Appendix C.

## 17.0 Community Workshop

Trustees **NOTED** that the Community Workshop for the potential layout changes to the Ellendune Community Centre is being held on Tuesday 27 March 2018 between 6pm and 8pm in the Main Hall. This workshop is designed to be a 'drop in' event.

**18.0 Any Other Business**

The Secretary asked Trustees to consider a method for dealing with matters such as:  
Financial controls, budgeting, bank accounts and financial processes  
Repairs and maintenance  
Health and safety – monitoring, implementation and recording

The Secretary suggested that these could be dealt with in several ways such as:  
Formation of committees  
Assigning set meetings for specific subjects  
Assigning ‘Lead Trustees’  
Assigning a ‘Responsible Employee’  
Include within the Service Level Agreement with Wroughton Parish Council  
A combination of the above

Trustees agreed that they would like the matters as headings on future meetings for the time being and that the Secretary should compile a recommendation for the most suitable methods going forward.

**19.0 Meeting**

Trustees agreed that the next Trust Meeting will be held on Wednesday 25 April 2018 at 7.30pm in the Ellendune Community Centre.

**20.0 Press and Public Withdrawal**

Members of the public were asked to withdraw so that Trustees could discuss confidential staffing matters.

*The Manager and Treasurer left the meeting at 10pm.*

**21.0 Staffing**

Trustees received a verbal report from the Secretary regarding the staffing review which is currently underway.

**The meeting was closed at 10.22pm.**

Signed.....

Date.....

Chair of The Ellendune Hall Trust.