

BRUSHFORD PARISH HALL CIO

Minutes of the Meeting of the Trustees held at
Brushford Parish Hall on
Monday 10 February 2020 at 6.00pm

<p>Present:</p> <p>Malcolm Godfrey – Chairman Sarah Blackburn – Treasurer Barbara Wilson Sally Greenwood David Garth Simon Rous – Secretary – taking the minutes</p> <p>Absences: Toni Jones, Nick Friendship</p>	None
<p>1. Chairmanship: Following the retirement of Des Belam the meeting unanimously voted Malcolm Godfrey to be Chairman.</p>	None
<p>2. Apologies: No formal apologies had been received. It was acknowledged that Toni Jones was not well. Simon Rous agreed to write to Nick Friendship (who had attended the Trustees Meeting of 1 October 2019) to establish his intentions.</p>	SRR
<p>3. Quorum: The Chairman welcomed the Trustees and declared the meeting duly convened and quorate.</p>	None
<p>4. Declaration of Interests:</p> <p>a. The Chairman invited Trustees to declare any interest in any matter to be discussed. No interests were declared.</p> <p>b. The following handed in to the Secretary their Annual Declaration of Interest duly signed:</p> <ul style="list-style-type: none"> i. Sarah Blackburn (Sent earlier by email) ii. David Garth iii. Sally Greenwood iv. Simon Rous <p>Declarations were outstanding from the following (to be gathered in by the Secretary):</p> <ul style="list-style-type: none"> v. Malcolm Godfrey vi. Barbara Wilson vii. Nick Friendship and viii. [Toni Jones] 	SRR
<p>5. Minutes of the last Trustees Meeting: The Chairman invited comments on the minutes of the Trustees' Meeting held on Tuesday 1 October 2019 and, as there were none, the Chairman was authorised to and did sign them as a matter of formal record.</p>	None
<p>6. Matters Arising (Trustees Action List): The Chairman and the Treasurer noted that there were a number of matters arising from the last minutes that were not on the current Agenda. The Secretary agreed to maintain and circulate a Trustees Action List.</p>	SRR

<p>7. Chairman's Report on Decisions Between Meetings: The Chairman reported that there had been no decisions made since the last Trustees' Meeting.</p>	None
<p>8. Officers and Appointments:</p> <p>a. The resignation of Des Belam as Trustee and Chairman had already been duly noted at the recent AGM. Malcolm Godfrey's appointment as Chairman of Trustees was recorded above.</p> <p>b. The appointment of Sally Greenwood had already been approved at the recent AGM "Subject to compliance with such formalities as the Trustees required in accordance with clause 13(d) of the constitution", namely "evidence of identity and probity". The Trustees were satisfied that such requirement was met and unanimously ratified Sally Greenwood's appointment as Trustee. Sally Greenwood completed, signed and delivered a Trustee Letter of Appointment.</p> <p>c. David Garth was nominated for appointment as a Trustee to fill one of the several vacancies. The Trustees were satisfied as to "evidence of identity and probity" and David Garth was unanimously appointed as a Trustee. It was noted that under section 13 (h) of the CIO's constitution any person so appointed by the Trustees to fill a vacancy may only serve until the next Annual General Meeting at which he may stand for appointment for a full term. David Garth completed, signed and delivered a Trustee Letter of Appointment.</p>	
<p>9. Treasurer's Report: SKB took the meeting through the Treasurer's Report circulated 3 February 2020. SKB explained that in the drive to circulate the Report to Trustees in good time, there had been omitted sections on the Xmas Fair, the Children's Party and the 6 Nations Rugby evenings. SKB then supplied details reporting that each of the events had been an outstanding success.</p>	None
<p>10. Repair of Toilets:</p> <p>a. SKB reminded the meeting that, when consulted as to the priority to be given by Trustees to outstanding projects, the Friends had put Repair of Toilets at the top of the list. SKB further reported that the estimate from Ware Construction of 9 January 2020 for renovation of the Ladies and Gents Toilets, Disabled Toilets and Store Room was not part of a formal tender process, but merely supplied by Ware as favour to provide the Trustees with an idea of the costs they may have to consider. If any works were to proceed the Trustees would need to seek a number of competitive tenders. SKB acknowledged that the CIO did not currently have funds to afford such works, but it was useful to know the extent of funding required and the estimate would assist in seeking grants. SKB agreed to send a copy of the Ware Construction estimate to Sally Greenwood and David Garth.</p> <p>b. There was then a discussion as to:</p> <ul style="list-style-type: none"> i. whether a less ambitious refurbishment of the toilets might be considered; ii. the need to agree a scope of work before seeking any further tenders; iii. whether the ladder to the loft (which customers, such as the Arts Society, have to ascend to access audio equipment) was a Health and Safety risk; iv. whether more storage could be obtained by some inexpensive reconfiguration of the store rooms; v. whether giving priority to the store rooms could be justified as dictated by H&S. <p>c. MG and SKB agreed to work with Howard Albery and /or others to develop a spec for immediate work to address these issues.</p>	SKB MG/SKB
<p>11. Independent Examiner: SKB was continuing her research into alternatives for an Independent Examiner (including with Amherst & Shapland recommended by Clive Knight at the AGM).</p>	SKB
<p>12. Matters Arising:</p> <p>a. <u>Dulverton Farmers Parking</u>: SKB reported on the unauthorised (and therefore uninsured) parking by the Dulverton Farmers meet between Xmas and New Year. She said next time the</p>	SRR

<p>Hunt could hire the Hall, and therefore also the car park, for £20. SRR agreed to make the proposal to the Hunt.</p> <p>b. <u>Arts Society Exmoor Parking</u>: There was a discussion as to the inconsiderate parking outside the Hall Car Park by members of the Arts Society causing complaints in the Village. It was acknowledged that the Arts Society was generally very cooperative and the problem could no doubt be solved. MG agreed to speak to the Chairman of the Arts Society Exmoor, Penny Pulver.</p> <p>c. <u>Items for Exmoor News</u>: SKB reported that she had this under control.</p> <p>d. <u>Rugby Bar nights</u>: The success of the Rugby Bar nights had been discussed under the Treasurers Report. There were further rugby nights planned as the Six Nations progressed. It was noted that care should be taken to ensure that (to comply with Safeguarding requirements) children should not be admitted unless (a) their parents had given consent and (b) they were accompanied by an appropriate adult.</p> <p>e. <u>Slippery Pavements</u>: SKB reported on the recent minor accident when Mrs Tina Wright had slipped on the pavements by the back door of the Hall. On hearing about it SKB had immediately sprayed the area with anti-slip. An Accident Record had been completed and supplied to the Secretary. Concern was expressed as to further risk if and when the area became icy. DG agreed to ask the parish gritter, Phil Takel, to include the Hall pavements in his gritting rounds.</p>	<p>MG</p> <p>DG</p>
<p>13. AOB: The Chairman asked each Trustee in turn for any other business or questions:</p> <p>a. <u>Customer Feedback</u>: SKB reminded SRR to include "Customer Feedback" as a standing item on the Agenda;</p> <p>b. <u>Quarterly Friends Meetings</u>: SKB reminded the meeting of the need for Friends Meetings on a quarterly basis;</p> <p>c. <u>Drop Box</u>: Since all CIO information was stored there, DG and SG asked to be familiarised with Drop Box. SRR said he could also do with some training. MG agreed to arrange a Drop Box workshop for Trustees.</p> <p>d. <u>VE Day</u>: BW reported in plans for celebration of VE Day.</p>	<p>SRR</p> <p>MG/SKB /SRR</p> <p>MG</p>
<p>14. Dates for next Trustees Meeting(s): It was recognised that Trustees Meetings could be convened at short notice if circumstances required but regular meetings should be scheduled for every 2 months. The Secretary was asked to conduct a Doodle Pole to establish best dates.</p>	<p>SRR</p>
<p>15. Meeting Closed: There being no other business the Meeting closed at 7.30pm.</p>	

I certify that these minutes are a true record of the Meeting of the Trustees of the Brushford Parish Hall CIO of Monday 10th February 2020

Malcolm Godfrey, Chairman Date
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