CODDENHAM PARISH COUNCIL

Agenda Paper

Thursday 18th April 2019

Report to Council

Item 9. To **RECEIVE** an report from the Community Hall Working Group.

Members of the Community Hall Working Group attended a meeting of the Coddenham Centre Trustees Meeting of the 8th April 2019. The Minutes of the meeting are appended below:

MINUTES: THE CODDENHAM CENTRE TRUSTEE MEETING

Venue: The Coddenham Centre **Date:** 08.04.19 **Time:** 09.30

Present: Trustees delegate: Andrew MacPherson (ADM) - Chair; Ray Collins (RC); Mitch Lock (ML) Angela Thompson (AT)
Parish Council: Donald Burton (DB); Allan Fowler (AF); John Peecock (JP)
Apologies: Mark Darell – Brown (MDB); Jan Fawdry (JF)

Item	Description	Action
1.0	**Project status update** ADM thanked PC members for attending	
1.1	Parish Council: No further updates except to confirm legal advice was being sought through Birketts	
1.2	Trustees: • Application has been sent to Charity Commission – on hold pending some outstanding points for clarification (see 2) • Trustees had held a useful meeting with DB to go through the hall accounts . • Progress has been communicated via the PC newsletter and 10 Village News. A post box has been placed outside the hall for feedback and engagement. • It was confirmed that ADM will present progress at the APM on 25th April.	
2.0	**Legal advice**	
2.1	• ADM explained that the trustees will need to demonstrate advice was directly, rather than secondhand via the PC or third party, • It was noted PC have decided to proceed with Birketts solicitors– trustees have stepped back due to PC internal issues, which need to be resolved. • Charity Commission have provided some advice to Trustees. • Playing field - ADM stated evidence seen suggested there was no reason why the playing field can't be transferred to the charity once registered, along with the hall. The objective of the original bequest remain enshrined in the Charity's declaration of objectives.	

	• ADM asked the Trustees receive reassurance that PC have now decided how to proceed. • AF referred to PC minutes from 2004 when it was agreed the hall would move to a charitable trust. Little progress since. • DB responded that the process was delayed at that time due to legal advice re VAT. Now history. Still the intention of PC to proceed to charitable status. At the time PC was 'committed to a charity, but not the specific charity'. • ADM and Trustees felt they were clear on commitment, but PC meeting records failed to explicitly reflect this. • DB – it is a 'rubber stamp'. The moment charity is registered, a resolution will be put to PC to adopt the CIO. • ML – asked what we are waiting for? Why do we need to have a law firm? • DB responded legal advice needed to check covenants on hall and playing field will not restrict this. • AF stated PC will come to a resolution.	
3.0	**Financial planning and draft proposals**	
3.1	Introduction - ADM • Clear ambition to substantially reduce reliance on PC. Will take time to achieve. • Target – 4 year period to reduce losses by 50pc • Will look at accessing grants as charity • Quarterly reporting to PC and two year review proposed.	
3.2	Trustees Summary Proposal: • RC distributed copies of the summary proposal. • Recognised past good work of PC • Issue – some villagers view hall not as an asset but a drain. Need to change perceptions – better communication and rebranding • Hard to cover costs in small village from parish alone – will go further afield to attract more income. • Most income will come from functions – smaller meeting areas. Intension to reconfigure to make best use of the spaces within the hall. • Trustees asked that the PC to continue to support the loss + transferring existing reserves to the charity. • In first year would ask for additional 10k to relaunch the hall. • 4 year projected cashflow figures were distributed to the meeting • First year based on PC budget • RC confident we can expand the business and continue to reduce costs. This would include identifying possible funding streams – a number of small grants potentially available as a charity. • AF asked about timescales. • ADM replied it is hoped optimistically to achieve charitable status by September and use the Coddenham fete as launch point • AF pointed out this would be half way through financial year. PC members felt this could be advantageous as precept received in 2 lumps through the year and would coincide with second sum. • DB and AF felt the reserve requested from trustees is reasonable.	

	• AF - the new council will be in place from May. Charity will need funds as soon as established and suggested funds released from that point. ADM – that would be helpful. DB – suggested asking PC for 10k to be released. AF agreed. • ADM - Transition is a risk and it would be helpful to have a short period of parallel running • DB suggested one or more trustees join the hall management committee from May. All agreed this would be useful. • AF asked whether there will be more liaison with the Day Foundation? ADM confirmed there already is. Also Gardemau. • AF - The playing field has no income, but is an expensive overhead. RC pointed out the projected figures for next year mean trustees will be taking on the cost of playing field with no additional funding. • ADM – confirmed the suggested 2- year review is a minimum. Hope to be able to come to PC at times in between. • DB suggested putting a resolution to PC to commit figure for year 1 but not year 2. • RC – Will be difficult to plan without year 2 commitment. • ADM – will include wording regarding the review points in final proposal to PC. • DB – suggested trustees attend the annual PCM. Agreed this would be a good idea, although the Charity would be separate from the PC. • DB – suggested a resolution is drafted so ready to go at the first opportunity post elections. • ML raised a question re parallel working with PC. Where would money from fundraising go? As an individual entity, money raised could go wherever chosen. • JP asked that the trustees identify which of them would join the hall management committee. (Following the meeting it was agreed this would be ADM and ML).	
4.0	**Next steps and future meetings**	
	• PC members agreed to draft a resolution to put to the PC post elections once the charity has been established. • ADM to plan presentation for Annual parish meeting and circulate a draft to trustees for approval • ADM to share the final presentation with the PC • PC to propose Hall Management Committee Trustee co- option. • Next trustee / PC meeting – early June. Date tbc. ADM to circulate dates.	PC ADM ADM

Peter Whitehouse

Parish Clerk