

MINUTES OF THE ANNUAL GENERAL MEETING
OF THE FARRINGDON VILAGE HALL CHARITABLE TRUST
HELD ON WED 10TH FEBRUARY 2016 IN ALL SAINTS CHRUCH FARRINGDON

Welcome

Clive Elderton, Acting Chairman, welcomed Trustees and 17 members of the public to the AGM and noted the unavoidable absence of Cllr Bob Chase and wished him a speedy recovery.

Introduction

The Acting Chairman gave a short summary of the background to the Parish Council assuming corporate responsibility for the Trust. He then reminded attendees that with the full agreement of the area of benefit the sale of the Village Hall, within Massey's Folly the major asset of the Trust, had been successfully completed in Jun 2015 and, therefore, Trustees were now responsible not for property but for the proceeds and for developing plans to re-provide Village Hall facilities in accordance with their charitable purpose.

The Acting Chairman invited Mrs Sally Oakley, the former Chair of the Village Hall Management Committee at the time of the transfer of responsibility to the Parish Council to address the meeting. In her remarks Mrs Oakley highlighted the importance of the latest Trust Deed dated 25th April 2012 and fact that the in acting as de facto Corporate Trustees Councillors needed to be clear that they were double-hatted and the roles, responsibilities and governance arrangements were different and should not be confused.

Action: All to note.

Appointment of Trust Officers

The following appointments were made:

Chairman: Clive Elderton

Vice Chair: Susan Anderton

Secretary & Treasurer (ex-officio) : Allison Spyer Farringdon Parish Clerk

Financial Statement

The attached financial statement was presented by David Horton, hitherto Treasurer to the Farringdon Village Hall Management Committee (VHMC). The statement was agreed and it was further agreed that:

- Arrangements would be made to handover Treasurer responsibilities to the new Treasurer at a mutually convenient date after the forthcoming audit. **Action: David Horton and Treasurer.**

- A review of existing arrangements would be made to identify the most beneficial, no risk, option for holding the Trust funds. **Action: Peter Durrant lead.**
- A review will be conducted to confirm arrangements for the remuneration of the Treasurer/Secretary to the Trust. **Action: Chairman to lead.**
- A review would be conducted to ensure that Trust funds and Parish funds, some of which may previously have been earmarked in support of the Charity, are entirely discrete. **Action: Chairman lead.**

Frequency of Meetings

It was agreed that Trustees would routinely meet twice a year (Jan and Jul) with the first meeting each year to be the AGM. Additional meetings may be called as and when required.

Action: Secretary & all to note.

Governance Arrangements

It was agreed that Trustees were responsible in law to the Charity Commission for the management of the Trust in accordance with the Governing Document and latest Charity Commission guidelines. A key part of this responsibility is to ensure the charity is carrying out its purpose for the public benefit and, as such, to keep the Farringdon Parish Council informed when appropriate.

To note.

Future Arrangements for delivering a Village Hall Facility for Farringdon

It was agreed that a Working Group be established to develop and take forward plans for a new village hall. The attached draft terms of reference were agreed. It was further agreed that this Working Group be chaired by Trustee Peter Durrant and include Trustees Gary Oakley and Nick Newans as core members. Trustee Richard Jarvis volunteered to provide specialist support to the Group as did Andy Partridge and David Horton.

Action: Peter Durrant.

Village Hall Management Committee

It was agreed that the existing VHMC would stand down with immediate effect and noted that recommending appropriate management arrangements for a new facility in due course was within the terms of reference for the Working Group.

Any other Business

It was agreed that:

- A review of the Governing Document would be carried out and any amendments put forward to the Charity Commission.

Action: Lead Chairman.

Key Messages

The key messages from the meeting are:

- 8 Trustees and 17 members of the public in attendance.
- The importance of maintaining a distinction and separation between the roles of Parish Councillor and Corporate Trustee of the Village Hall Charitable Trust was emphasised.
- Clive Elderton was appointed Chairman, Susan Anderton Vice Chair and Allison Spyer (Parish Clerk) ex-officio secretary and treasurer to the Trustees.
- The financial statement was agreed.
- It was agreed Trustees would meet twice yearly as a matter of routine with the January meeting being the AGM.
- It was agreed to establish a Working Group under the Chairmanship of Peter Durrant, with Cllrs Oakley and Newans as core members, to develop and take forward plans to reprovide village hall facilities for Farringdon. Draft TOR were agreed.
- It was agreed that the Village Hall Management Committee be dissolved.
- It was agreed Trustees would next meet in tandem with the Parish Council meeting in Jul 2016.

Date of Next Meeting

July 2016 immediately before the routine Parish Council Meeting. **Date to be confirmed.**