



**Lawton Memorial Hall Trustee Meeting
Minutes
23rd September 2024, 7:00pm
Microsoft Teams**

Note – Trustee meetings are not open to the public.

Present:

Cllr G Mitchell (chair)
Cllr M Blease-Bourne
Cllr R Giltrap
Cllr P Redstone
Cllr R Young

S Davies – Clerk to the Council/Officer for the Trust

1. To receive apologies for absence.

Apologies from Cllr E Mitchell.

2. To receive any declarations of interest in agenda items.

None received.

3. Approval of minutes: 8th April 2024.

The minutes of the 8th April 2024 were approved as a true record.

4. To agree or otherwise the publication of agendas and minutes on the Council website.

It was noted that, unlike for local councils, there isn't any charity law that requires publication of minutes of meetings. Nor are meetings required to be open to the public.

a) Trustee Meetings

Resolved: It was agreed that agendas and approved minutes be posted onto the Parish Council website subsequent to the meeting. Draft minutes will not be published. It was



agreed a statement should be added to the website to clarify that meetings aren't open to the public.

b) Management/Operational Committee Meetings

Resolved: It was agreed that these agendas and minutes will not be published.

5. Review of constitution and other governance documents.

a) Constitution.

The constitution was reviewed with careful reference to the deed. It was noted that many parts of the deed are no longer applicable to the current day but that an attempt should be made to adhere with main points where possible.

It was agreed that the committee responsible for the day-to-day management of the hall be called the Operations and Events Committee.

It was noted that the change of date to October for the AGM was contradictory to the deed. However, it separates is from the Council APM. The April AGM in the deed has rarely been achieved.

The Clerk was asked to produce a further draft following discussion and suggestions.

b) Standing Orders

The Clerk was asked to draft some standing orders, based on the Council ones.

c) Financial Regulations

The Clerk was asked to draft some financial regulations, based on the Council ones.

6. Arrangements for the AGM:

It was agreed to hold the AGM on Thursday, 24th October 2024, starting at 7:00pm.

Action: The Clerk to advertise.

7. Banking arrangements: To agree and approve banking arrangements, signatories and online access.

Resolved: To add the deputy Clerk to the online banking to input payments and to add Cllr Young to approve payments.

Resolved: To open a Unity Trust Bank savings account.

8. 2023-2024 Accounts

. Deferred.



9. To note receipt of a bequeathment received.

To note the bequeathment to the Memorial Hall. To agree that the next agenda should have an item to consider a gesture in recognition.

10. To agree a budget for the 2024-2025 financial year.

A task group was set up consisting of Cllr Blease-Bourne, Cllr Johnston and Cllr Redstone along with the Clerk. The task group is to come back to a future Trustee meeting with proposals. It was noted that this was unlikely to be completed by the next meeting.

11. To receive the financial position to date in the 2024-2025 financial year.

Deferred.

12. Land Issues

a) To receive an update on communication with Gleasons.

Gleasons have not been in contact.

b) To receive an update on the ongoing tree survey.

The Clerk has received the survey back and will arrange for the remedial work.

13. To receive an update and consider any issues relating to hall hire and bookings.

It was noted about a regular hirer asking for hall use for charity fund raising. It was agreed that the charity rate should apply.

14. Use of the Memorial Hall address by the Parish Council

It was agreed that the Parish Council can use the Memorial Hall postal address.

15. To agree the date of the next meeting.

14th October, 2024, 7:00pm.

16. To agree that item 17 be treated as completely confidential with details not to be divulged to press and public:

17. Staffing Issues

a) Administration manager

Cllr Blease-Bourne and the Clerk provided an update, and the job is currently advertised.



b) Caretaking Provision

The caretaking role is on hold for assessment.

c) Cleaning contract

The Clerk reported that a new cleaning company is in place and a contract will be drawn up.

18. Future Agenda Items.

- a) Hall Hire charging review (to be considered by the Operational Committee first)
- b) Health and Safety Policies
- c) Safeguarding policy (currently being drafted by the officers)
- d) Booking Policy and updated booking forms (currently being drafted by the officers)
- e) Resolution of the gate.

