Minutes of the Village Hall Sole Trustee Meeting
Held on Tuesday 11 March 2025 at the Methodist Church Hall, 18:45

Present:

Cllr S Tudor (Chairman)
Cllr G Lloyd
Cllr E Philpott
Cllr C Hurst
Cllr J Dando
Cllr L Pickering
Cllr G Jones

Also in attendance:

Parish Clerk: Ms Vivien O'Dunne

30. **Apologies:** Apologies were received from Cllr Borasinski & Cllr Fisher; it was resolved to accept these. Cllr Oakden was not present and no apologies were received.
31. **Declarations of Interest:** There were no declarations of interest.
32. **Written applications for dispensations under the Localism Act 2011:** There were no written applications for dispensation.
33. **Minutes 11 February 2025:** It was resolved to accept the minutes of the meeting and these were duly signed by the Chairman as an accurate record.
34. **Ownership of the building and determine actions:** The Clerk confirmed receipt of the 1966 Vesting Order, which discharged the Lichfield Diocesan Trust as trustee of the Parish Room and appointed the Parish Council as Trustee, with all property and land vested in the Trustee.

    Michelle Reynolds (ACRE) has advised that this document is sufficient to confirm that the Parish Council is both custodian and sole trustee. It should also be adequate for registering the site with the Land Registry in the name of the Charity. The Charity Commission will then be updated accordingly.

    The insurers have been informed. Wooliscroft's have expressed some uncertainty, and it is recommended that a charity specialist solicitor be consulted, as advised by Michelle Reynolds.

    Once this process is complete, the Parish Council will be in a position to proceed with changes to the governance structure. The Clerk will continue to work on this matter and provide updates as progress is made. The Clerk will also update the Village Hall Committee.
35. **Maintenance works update:** The Clerk confirmed that the new committee member may submit a quote for the remedial works. However the selection process must be transparent, fair, and in the charity's best interests, namely:

    Multiple quotes must be obtained and the decision and rationale must be recorded in the minutes.

    The committee member must declare their interest in writing and not take part in discussions or decisions.

    The Sole Trustee must assess quotes impartially based on cost, quality, and suitability.

    Any expenditure must align with the charity's objectives.

    Cllr Borasinski was not present but sent in an update that he is awaiting a further quote and site visit.
36. **Village Hall insurance:** The insurance has been renewed with a discount applied for a three-year term. Michelle Reynolds has advised that payment should be made from the Charity Account. If the insurer is changed, the only consequence would be the repayment of the 5% discount. A rebuild valuation is pending from Cllr Borasinski.
37. **Payment of utilities:** It was resolved that gas and electricity payments should be made directly from the Charity's bank account. The Clerk will inform the Village Hall Committee accordingly.
38. **Minutes from the Village Hall Committee meeting:** It was noted that a tree survey was conducted in July 2024, identifying remedial works. The Clerk has requested a quote for the necessary work.

    The Clerk has not yet had the opportunity to request the access codes for the new keylock.
39. **Date of next meeting:** 8th April 2025 18:45