Necton Parish Council as Trustee of NRCC

Minutes of Trustee Meeting held Monday, 15 January 2018 7.30 pm in the Necton Rural Community Centre

Members present:
Frank Woodward (FW); Fraser Bateman (FB); Jean Bass (JB); Joe Sisto (JS) (vice-Chairman); Frank Stopp (FS); Ian Thompson (IT)

Also in attendance: Gabrielle Joyce (GJ) (Clerk)
The meeting began at 7.40 pm.

1. **To receive apologies for absence**
   All members of this Committee were present. Cllr Matthews had previously submitted his apologies, but subsequently resigned from this Committee in December 2017.

2. **To elect a new Chairman for this committee**
   Cllr Sisto was proposed and seconded. Cllr Sisto was elected Chairman. The term of office completes in May, when Committee members are re-elected at the Annual Meeting of the Parish Council (Committee terms of reference apply).
   Other Members expressed interest, but asked for the opportunity of chairmanship training so that they may feel prepared to consider the role in the future.

3. **To receive any declarations of interest from Members & consider requests for dispensation**
   Members are invited to declare interests in items on the agenda as required by the Necton Parish Council Code of Conduct for Members and by the Localism Act 2011.
   No declarations of interest were noted and no requests for dispensation were submitted.

4. **To note the revised terms of reference as approved by Parish Council on 8 January 2018**
   Noted.

5. **To approve minutes of previous meetings**
   1. **20 November 2017, Trustee meeting –** The minutes were **agreed** and signed by Chairman.
   2. **20 November 2017, Extraordinary meeting –** The minutes were **agreed** and signed by Chairman.

6. **Public participation session:** comments & questions relating to this agenda or other NRCC matters.
   There were no members of public.

7. **To resolve to continue this meeting in private session to consider Trustee related business**
   It was **resolved** to continue this meeting in private as it is a Trustee Meeting.

8. **To report progress on items not on the agenda (for information only)**
   1. **Matters arising from last month's minutes**
   Item 6.3 - GDPR work group, first meeting 12 January. It is noted that sorting and clearing current paper records at the office is an essential step in the preparation for compliance. The GDPR work group will be reporting to PC in February.

   Item 8.1 – Work continues with remedial actions on community centre. The Trustee has yet to consider the risk associated with unattended third party hire. This item will be listed on the agenda for March.

   Item 9 – Water sampling has yet to be commissioned for both buildings. This will be progressed during

February. Cllr Stopp reported on his research for suitable self-testing equipment. It was **agreed** that a calibrated unit be purchased. The price is in the region of £100. Cllr Stopp will take on the role of regular monitoring for both the centre and the social club.

Item 11 – CCTV is scheduled for completion by 25 January 2018.

Item 12 – scouts portakabin – Scouts are yet to advise of their removal date. Ground rent is due this month.

Item 13 – path to school project has moved to into 2018/19 to enable the school trod to be completed as part of the entire works. NCC Highways will liaise with the Clerk on work schedules.

Item 15 – Keeper's Daughter, Cllr Bass reported that £41.80 was raised from refreshments, which will be donated to East Anglian Children's Hospice. Cllr Bass will be sending this donation to the charity.

Extraordinary meeting – Signed resolution regarding amendments to the NRCC Charity Scheme 09/01/2003 was submitted to the Charity Commission on 02 January, who acknowledged receipt of same on 12 January, confirming that it will be filed alongside the Scheme as part of the NRCC's governing documents. Both the Scheme and resolution are held on our records as the official governing documents for the Charity. No further action required.

2. Clerk's Report

As noted on the Clerk's written report.

There was a discussion about the current arrangements for bingo provision.

9. Tenancy matters

1. To agree adoption of new tenancy lease received from solicitor

The draft version 6 was circulated to members on 8 January. A number of queries were raised on clarity of some clauses. There was discussion about the rent. The Clerk referred back to previous minutes to clarify the agreements regarding rent increase. It was proposed to put on next month's agenda an item to consider a delay in rent increase until April 2019.
It was **agreed** to pass the raised queries to the solicitor. It was also **agreed** to arrange a meeting with the solicitor and representatives of the Trustee. Cllr Bateman and Cllr Bass will attend this meeting along with the Clerk.

Cllr Stopp left the meeting at this point (8.55 pm)

2. To receive a report from Trustee representative on NSSC committee

- **i.** **CCTV & ICO registration** – there is no update on this. It was suggested that NSSC visit the ICO website and undertake an online assessment which will clarify registration requirements.
- **ii.** **Fire risk assessment –** some items completed. The wheelie bin requires securing away from the building.
- **iii.** **NSSC insurance and cover for outside equipment –** there is no update on this. It was noted that only the small goalposts are on the NRCC insurance policy. The other goalposts are the NSSC's responsibility.
- **iv.** The club front door no longer locks, the front step is broken and the back door needs replacement. Cllr Bass was asked to investigate 3 quotes for this work to be presented for consideration at the next meeting.
- **v.** Cllr Woodward reported that the NSSC committee would like to meet informally with the Trustee.

Cllr Thompson left the meeting at this point (9.40 pm)

10. Charity Commission submissions

1. To approve the Trustee Annual Report for year ending 31 March 2017

It was **resolved** to approve the Trustee Annual Report.

2. To approve the accounts adjusted to include Parish Council grant for year ending 31 March '17
It was **resolved** to approve the accounts as adjusted.

3. To approve the submission of the NRCC Annual Return for year ending 31 March 2017
It was **resolved** to approve the submission.

11. Finance

1. To receive current financial statement and progress against budget

- Bank (current account) balance at 03 January 2018 - £ 8,029.07
- The accounts for 3rd quarter (October, November, December) have been successfully audited.
- Budget tracker to 4 January 2018 is circulated with this report, indicating we are projecting a year-end surplus of £3,404 assuming no unforeseen expenses to 31 March.
- We have received our first feed-in tariff income of £30.20
- Our regular booking income will decrease with the loss of two regular weekly bookings at end of December.

2. To confirm membership renewal of Norfolk Playing Fields Association, effective April 2018
It was **agreed** to renew membership of NPFA. Payment will be set up by online transfer.

3. To complete a standing order instruction for monthly admin fee, £150 effective April 2018
This instruction was signed by two signatories. This extra fee will make a contribution to the new Parish Assistant, who will be supporting charity administration.

4. To establish a working group to consider budgets for 2018/19
It was **agreed** to arrange this working group through email invitation. The group will meet and prepare a proposal for consideration at next meeting.

12. Waste management

1. To report on outstanding service delivery problems with contractor & agree action for resolution
The Clerk summarised the issue and reported that some progress had been made and regular collection appears to have resumed. Outstanding invoice queries are being dealt with.

2. To consider the 'duty of care' obligations on the charity and assess if current practice is appropriate
The Clerk summarised the issue. Members considered the risk and **agreed** that the current practice does not represent such a risk that requires a change to practice.

13. Fire training – to consider the quote for training from Anglian Fire Assessments
Following on from recommendations from the fire assessment report, to consider training for staff and other stakeholders, a quote was received for on-site training on fire management and equipment handling. It was **agreed** to defer this for further consideration and investigation of other options.

14. Trustee training opportunity
CAN hosted workshop session on Wed, 24 Jan, 10 am to noon at their Dereham office, discussing 12 Essential Actions for Village Halls. The actions will fall in to four categories; Governance, Marketing and promoting your Hall, health checklist and compliance, and funding and finances. Cllr Stopp will be attending.

15. To confirm date & time of next meeting: Monday, 19 March 2018, 7.30 pm
Confirmed.

Meeting closed 10.15 pm

Minutes signed by Chair (or designate) ________________________ on _________________________