

TOWNLEY TRUST QUARTERLY MEETING

16th January 2019

MINUTES

Present:

Pauline Cox (PC)	Sue Davies (SD) Secretary
Richard Doe (RD)	Clare Fagg (CF)
Ian Harrison (IH)	John Morgan (JM)
Steve Taylor (ST)	Richard Townley (RT) Chair
Tim Vaughan-Lane (TVL) Treasurer	Ron Ward (RW) Vice-Chair

Not present:

Allan Coatesworth (AC)	Julian Mair (JuM)
David Sheldon (DS)	David Sheppard (DSh)

1. Apologies

Dawne Brown, Tim Hands and Tina Lockwood

2. Declaration of conflicts of interest

2.1 RT declared an interest in the proposal for purchase and installation of projectors and screens – see Agenda item 7.3.

3. Any risks arising since the last meeting

3.1 The padlock for the doors under the stage in the TMH needs to be put back in place. The catch for the doors is not safety proof. **JM** to action.

4. Minutes of the previous meeting held on 17th October 2018

Agreed and signed.

5. Matters arising from the minutes of 17th October 2018

5.1 **ST** to consider another representative from FISSC to act as a Trustee.

5.2 **TVL** to look into length of service for Trustees.

5.3 **JM** was formerly appointed as Chair of the Operations Group at the last Ops meeting; the Trust are grateful to **JM** for taking this on.

6. Appointment of Trustees / Directors

None.

7. Any other important business

7.1 Nick Cliffe & Co had approved the accounts. **SD** to send draft Annual Report for approval.

- 7.2 The maintenance provision may need to be amended. The sinking fund is included in the accounts with the maintenance provision. This is for general repairs and not for normal maintenance and should be shown separately in the accounts.
- 7.3 We have received a quote of £2.5K on the proposed installation of a projector and screen in the Meeting Room and a projector in the Townley Hall. It was felt that some user groups may be willing to contribute towards the cost. This was referred to Ops for further discussion. **JM/RT**

8. Report of sub-group on future management / administration

- 8.1 Report will be available at the next quarterly meeting.

9. Review of Trust Policies

- 9.1 The updated policies were available for review. Trustees comments were taken on board and amendments to be made for reconsideration at the next quarterly meeting. Once approved the policies will be available on The Fulbourn Centre website, with signed hard copies available in the office.
- 9.2 Clarification was needed on delegation of expenditure as the current policy is unclear.
- 9.3 It was suggested and agreed that passwords for banking be changed every 6 months.
- 9.4 **SD** to undergo Health & Safety training.
- 9.5 The Fulbourn Centre's General Privacy Notice to be adopted as a policy.
- 9.6 It was noted that Fulbourn Parish Council was not represented at the meeting. The constitution states that three representatives from the User Groups, Fulbourn Parish Council and FISSC can sit on the Committee. It would be preferable to have at least one from each group attend the quarterly meetings.
- 9.7 Sophie Payne, Bar Manager of the FISSC attended the meeting to voice concern that a couple of hirers had brought their own alcohol on to the premises. Sophie relayed that an [REDACTED] party had been a nuisance, being rude and disruptive whilst using the bar and disturbing a private event in FISSC. Sophie had provided an incident report to SD and this had been shared with the hirer. Post meeting Sophie confirmed with SD that there had been two occasions where hirers had brought their own alcohol on to the premises. It was suggested that hirers provide FISSC with an alcohol deposit for future events. This to be discussed at the Ops Meeting on the 6th of February.
- 9.8 **ST** to share employment contracts with the Trust so as to have a common approach.

10. Neighbourhood Plan progress report

- 10.1 RW provided an update. The working team are looking for additional members.

11. Secretary's report

- 11.1 The Confirmation Statement was filed with Companies House on the 3rd of January. Slight delay in filing but no penalty charge.

12. Treasurer's report

- 12.1 An update on the accounts was provided.
- 12.2 Waiting for FISSC to provide an invoice for the electricity bill. ST said that the bills from Scottish Power have been incorrect.
- 12.3 Ops Group to look at hirings.
- 12.4 Maintenance costs are down from the previous year.
- 12.5 Insurance plan taken out with Domestic & General to cover boiler servicing.

13. Building / maintenance report

- 13.1 The TMH boiler is sound, the engineer from Valiant was happy that it will last a while yet.
- 13.2 Phase II boiler control system encountering problems, the repercussions of which have caused problems with the heating in FISSC. Agreed that the Trust needs to hire a heating engineer to investigate.
- 13.3 The original company that serviced the front doors to the Centre has gone bust, a new company has been employed. A quote of £250 was given, this would include a six monthly service.
- 13.4 RD suggested double doors be installed at the front entrance to the Centre.

14. Operations report

- 14.1 It was agreed that repairs and maintenance costs be shown separately so as to give an idea of ongoing, and major works.
- 14.2 Discussed applying for a grant to purchase more chairs. It was decided that this be discussed at the next Ops meeting.
- 14.3 It was agreed that fixing the floor defects was a priority.
- 14.4 Repairs to roof needed; and a quote to be obtained for repairs to the chimneys. ST

15. Bookings / Admin / Office Report

- 15.1 It was agreed that minutes of meetings be uploaded and made available on the website.
- 15.2 SD has been updating the website on a regular basis and has advertised village events.
- 15.3 A new Facebook page has been created and has been well received.
- 15.4 A request for hiring the TMH and MR for a Soul Do on the 27th of July had been received. The hirers have also booked the FISSC on this date. SD to ask the hirers to provide an outline of the event and present this at the next Ops Meeting.
- 15.5 We are busy with ad hoc bookings.

16. Date of next meeting – 17th April 2019

The meeting finished at 21:55