

Minutes of the MHT committee meeting held on Thursday 23rd November 2023.

Present:- Bill Egerton, Yvonne Emery, Maureen Morris, Shirley Davies, Sheena Dearness, Sue Wintle, Sue Cottam, Sue Davis, Anthea Heathershaw **Apologies:-** Maureen Cribb.

1. **Minutes** of Committee meeting October 12th were approved.
2. **No matters arising** which were not included on this agenda.
3. **Five Finance documents** were provided by Bill giving Detailed and Summary reports from April to November 23rd 2023. Extra expenditure during that period was due to the electrical testing and building survey.
4. **Charity Commission (CC)** - Sheena & Bill had met to discuss the details regarding updating information. The CC website register-of-charities.charitycommission.gov.uk now lists the current 9 Trustees. Accounts are updated to November 2022.
(N.B. from SueC - does the contact information on CC web page need updating as it gives John Allen's email address & phone number plus address 86 Sutton Road?)

There was confusion about an email received by SueC & Shirley entitled. *'Set up your Charity Commission Account'..... 'as a trustee, you've been enabled by your charity.....to use our online services on its behalf. To access these services, you'll need to create a Charity Commission Account'*. This was followed by instructions as to how to do that. A short discussion followed as to whether we all needed to have access to the account? This will be clarified at the January 2024 meeting.

Sheena gathered up-to-date contact information from the Trustees.

Bill has written to Barclays Bank with information about the Trustees.

5. **Building Survey** - A list of 4 potential builders was compiled following suggestions - Addington, Alan Forargue, White, & Jolliffe. Bill will send them the letter & building plan he has already compiled. Ground levelling was added to the list of jobs on the letter.
Shirley will send the PC a copy of the Building Survey.
Bill will inform Salisbury diocese of the work which needs doing, the cost & the possible timeframe.
6. **Lease Extension** - Shirley will organised a date when this can be discussed with the PC, hopefully before Xmas. It was hoped that a meeting could include Shirley, Bill, Sheena, the church warden and the vicar.

7. **Fundraising events** - Well attended, successful Children in Need events took place on Friday November 3rd. The total money raised was £486.16.
The Music evening on November 17th was discussed. It was enjoyed by many but there were some negative comments regarding the hall looking dingy, being unable to hear some voices and introductions plus the content of some of the music. Points raised were considered by SD to be helpful for presenting further events of this nature in the future. The food was much appreciated. Future food events could include an option for people to express an alternative choice if possible (e.g. allergy, vegetarian, vegan, gluten free). £429 profit.
A medical incident whilst Ken was playing meant that the evening was brought to a close abruptly, whereas it may have developed into more audience participation. Ken will be asked if he might like to play again & what fee he may ask. SueD suggested another Beetle Drive. February 2nd was a possible date. SueD to see if Caller is free.
Ploughman's or Soup & scone was discussed. Rick & Sheena were thanked.
Discussion followed re. previous successful outdoor picnics with music which could be done again.
SueC has made **funding bids** to Magic Little Grants and The Hendy Foundation by completing their online forms. Some organisations require a letter. SueC has compiled a draft letter for this purpose. It was suggested by SD that a leaflet could be created to accompany a letter to describe the purpose of the MH, activities, contact info, photos etc. SD to communicate with Mike Haine for his possible assistance. (Draft letter attached)

8. **Interior** - Due to **chairs** needing to be used outside, it was decided that the bright blue ones would be the best to buy when the funds were available & that cushions be purchased to make them more comfortable.
Display boards were discussed & it was decided to buy one **A4 wall unit** to hold important documents BUT Bill would first make sure that it was a legally acceptable format of display for important, essential documents.
Opinions were expressed about the need to have **Events on a noticeboard** as well. The WI noticeboard will have a new title Upcoming Events for posters & flyers.
New portable **lighting stand** was considered to be effective & no additions to be made at present.
Curtains were again discussed. General consensus was that cream eyelet curtains would be a good neutral

addition to the 5 windows. Some felt that by adding a pole between the windows, thus extending the curtains across the gaps would help obscure the frames on the wall & add continuity to the background. Others wanted to keep the curtain poles as they are, so no decision made yet. (Argos example attached 168cm wide x 229cm long are £55 a pair of curtains) There are some extra matching poles & wall fixtures already in the MH cupboard.

9. The **Conditions of Hire** - document was revised to include a new statement regarding use of electric items & accepted by the committee. One is on the hall display board. Bill to add to SP website MH pages.
10. **Policy documents*** - Sheena outlined the role of a Trustee & specific roles we might be accountable for. Collective responsibility was discussed. These areas would be given more time at the January meeting. Anthea was asked to look into what documents were already in existence & on file. Then, Sheena & Bill will:-
 - (1) ascertain which documents are required to be included by MH
 - (2) decide who will create them or adapt from elsewhere - there are various sources to assist with this e.g. Dorset Community Foundation share helpful links plus SP Society's can be seen on their Policy website page - Constitution, Data Protection, Code of Conduct & Equal Opportunities.
 - (3) how policies which are adopted will be monitored by the committee*Documents mentioned included - Health & Safety, Equality & Diversity, Risk Assessment, Safeguarding.
Many charity organisations who give funding require some of these documents which at the moment MHT does not have. This limits the funding requests we can make.
11. The **next meeting** will be at 10am on Thursday January 4th. (Apologies to Maureen C who supplied information about days she can/cannot attend. The committee spent a while trying to find a day when she would be able to join us but everybody was free on that Thursday morning which is also a time when the hall is not in use.)

Below are relevant excerpt from a draft funding letter which was not attached to the Agenda. The paragraphs in black are generic information. The sections in red could be changed according to what the funder will provide money for OR what MHT needs.....

Our village hall is needing some repair work done so I am writing to you on behalf of the Sutton Poyntz Mission Hall Management Trust (Charity number 1079729), where I have the role of secretary and trustee. As trustees, we look after Sutton Poyntz's hall which is in the heart of our village.

The hall is used for a variety of activities which include art classes, coffee mornings, soup lunches, WI meetings, community festive gatherings, community meetings, fundraising and social events, national and local celebrations, art sharing as a gallery space plus live music evenings. The hall is also hired out to people for their own private use. It is an indispensable asset to village life. To see a taste of the activities which take place, plus see some photos, please visit suttonpoyntz.org.uk

The building is just over 130 years old. It is owned by the Salisbury diocese but the Mission Hall Trust pays them a peppercorn rent and our duty is to keep the hall in good condition both inside and out. A lot of work has been done over the years to bring the hall up to date, for example, it is now fully accessible and has had a fully equipped kitchen added so that people have everything they need to cater for 60 people.

We recently had a building survey completed to find out what might be needed to continue to keep the structure itself in good condition. Fortunately, due to the ongoing care it has received in the past, the amount of work which is needed is not formidable but it does need doing in the very near future.

The survey outlined a variety of repairs which should be done over the next three years which totalled £24,350, not including VAT. The main areas needing repair were repointing and ventilating the chimney, replacing damaged tiles on the roof, repointing of some brick walls, replacing some floor timbers, treating the floor and roof voids for any woodworm found plus electrical upgrading work.

As usual, we are creating funding events within the village to help raise money. However, we are also seeking funding from charitable organisations towards these repairs. I wonder if The E and N Watson Charity might be able to include a contribution towards the repairs needed on our Sutton Poyntz Hall? We are happy to receive whatever your charity may feel they can contribute.

