

Minutes of Mission Hall Trust committee meeting held on Thursday 21st March 2024

Present:- Bill Egerton, Anthea Heathershaw, Maureen Morris, Sue Wintle, Sue Davis, Sue Cottam and Shirley Davies. **Apologies** from Maureen Cribb

1. **Minutes** of Committee meeting of February 8th were approved
2. **Matters arising** (a) Due to personal reasons, Sheena Dearness wrote to the Trustees explaining she would be unable to continue her role. The Trustees have thanked her for the contributions she has made to the Mission Hall's work. (b) Bill asked for Minutes to be printed in a larger font in the future. (c) Decision taken to add Health & Safety to every agenda in the future (d) Conflict of Interest of Trustees to be recorded at all meetings.
3. **Finance & Barclays** - (a) 3 documents shared by Bill. Healthy total of £41,071.52 on 29/2/24. The spending Forecast/Budget/Difference totals showed that spending was lower than predicted by £11, 892.22 mostly due to Maintenance & Improvements being lower because holding back for major repair work to be done plus unpredicted £5K grant. Garden costs were less - MaureenM to ask John about rose trellis. Bill will be banking events' proceeds of around £1000 by end of March. (b) Because Sheena has left as a Trustee, the Barclays Bank information needed updating. Bill is in mid-proceeds of doing that. (c) SueC to continue to seek grants because list of MH Repairs, Decor & Furniture requirements is long & expensive.
4. **Charity Commission** - Bill deleted Sheena from CC's list of Trustees to match with Barclays Bank's list.
5. **Building Work** - (a) Stockley's Builders only reply so far. Bill contacted Alan Farague again, gave him the Repairs paperwork & told him that decoration inside and out could be added. Bill hoped that a builder could be chosen in 3 weeks time. (b) It was noted that ceiling and wall area to right of hatch, under chimney is damper but it is included in the work to be done.
(c) Paint colour discussed - 1999 Lease & Trust deed section 3.4 stated, *'to decorate the inside and outside of the demised premises in every fifth year of the term using colours and finish used previously.'* The Lease renewal letter sent last month to Salisbury Diocese by Trustees & PCC stated, *'We would like to propose a change to allow other finishes and colours to be used, with the permission of the PCC. We would also suggest that a period of 10 years for internal decoration may be appropriate, provided the external decoration keeps being done every 5 years.'* See 6 below re. Salisbury Diocese letter *
(d) Bill estimated 30K needed to be spent on Building Repairs & £2K on interior decor. If any money left Trustees to prioritise other work e.g. new windows, heating system, chairs, curtains. Bill shared prices & photos of ceiling hung heaters with a plan of their potential position. Prices for 4 heaters ranged from £868 to £2340 excluding labour/fitting. Bill has arranged for Clarkes to look at estimating windows 9am April 4th.
6. **Lease Renewal** - No response yet from letter to Salisbury Diocese re. Lease renewal, lease extension & changes requested by Trustees to 1999 deeds. Bill to contact them if no reply after a month. *
7. **Policy documents** - The documents by SheenaD are a useful guide, kickstarting work to create policies specifically for MH. (a) Duties of Trustees - Bill & SueD to look at this & create list so that helpful for a new trustee to understand the role (b) Equal Opportunities - Bill & SueD & Anthea to look at this together (c) Safeguarding - Looking at events we hold at present, it was decided that as Trustees, we are not responsible for children or vulnerable adults attending events but that some hall hirers might be (e.g. a Scout Group or the WI who have their own policies) so the MH Conditions of Hire document should have the following added, 'Users who have regular care and responsibility for children and/or vulnerable adults need to have a safeguarding policy.' (SueC to rewrite, print & put in hall & Bill to add to SP website) (d) Health & Safety / Electricity / Fire / Food Safety - all discussed briefly. We already have the majority of these areas covered but updating & consolidating needed so Bill will forward documents he has found e.g. - Food Standards Agency Guidance sent already. ShirleyD to ask MaureenC to look at this area together.

- Fire statement is on MH Conditions of Hire but need to add, 'ensure all rooms are empty before leaving & locking the hall.' (SueC to re-write) Dorset and Wiltshire Fire sent us relevant safety guidance from dwfire.org.uk & the form we need to complete. (attached with these minutes).
Bill to post Emergency info on exterior main door (DT3 6LW - GRID REF 370 580 m E / 083 880 m N plus location of Defibrillator at The Springhead DT3 6LW & What 3 Words ///cactus.voltages.daunting)
Temporary luminous fire exit labels needed £3 (SueC to buy)
- Electricity is regularly checked. PAT testing is done by electrician Year 1 & visual inspection by MH Year 2. James Turrell will be doing the 2 yearly PAT test next week. Bill will ask his advice re. ceiling heaters
- Health & Safety. Anthea shared the MH Risk assessment forms. The accident record book was discussed. The subject will be added to each agenda so as to keep up to date & develop procedures & statement.

8. **Fundraising** - Successful Coffee morning & Music evening. Proceeds handed to Bill to bank. MH & Sutton Poyntz Society will share delivery of June 30th village event. Decision re. what sort of event it will be to be finalised at April's meeting.

9. **Interior/Exterior** - all included under above discussions except curtains. SueC to send for a material sample of the curtain info recently sent to all. A group of interested Trustees to discuss potential interior decor at the end of April's meeting.

A.O.B.

SueC - asked if light shade could be bought for disabled WC. SueC will look for suitable one & share at end of next meeting. Concerned about large yoga bags behind rear WC entrance door re. safety & April wedding booking.

MM - Explained de-cluttering plan :- take away book case; store large tables vertically between wall & WI cupboard; source & buy new cupboard like WI one (SueD); move some equipment from broom cupboard into the new cupboard; move yoga bags into broom cupboard.

Plus has gained permission to use large square tables.

Shirley - concerned re. glasses stored in boxes too high up for safe removal. Plan needed to safely relocate.

Bill - will inform LibDem head office that it was inappropriate to place a poster in MH display box as MH is an apolitical organisation

Date of next meeting - Thursday April 25th 10am at the hall