

Minutes of Mission Hall Trust committee meeting held on Thursday June 6th 2024.

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

Apologies:- Maureen Cribb

1. **Minutes** of the Committee meeting of April 25th were approved.
2. No matters arising. No conflicts of interest were declared.
3. **Finance** - Bill shared the detailed & summary of Accounts of April 1st to 31st May 2024. He had also prepared the 2023-24 balance sheet, approved by John Allen. There is just over £300 in donations in memory of Barbara Harrison. **Bill** will write to thank all of those who kindly donated. He will also thank her family and suggest that the MH trustees organise for a sign to be made for the MH exterior wall on Mission Hall Lane in her memory. It will have 'The Mission Hall' on the sign. **Bill** will ask local blacksmith (S.G-J) for advice on its design, in the first instance. A glass fronted, wooden noticeboard could replace the present noticeboard if there were finances available.
4. **Charity Commission** - Bill received a reply from the CC stating they did not need to approve any changes to the Constitution but when any changes are made at the AGM, a copy of the new Constitution will need to be sent to them.
5. **Building work progress** - Bill spent a lot of time preparing the planning permission needed for the windows & jumped through many hoops! He also visited neighbours & sent out letters plus an e - newsletter. The documents are online at Dorset Council until 16th June for people to approve or object. Link on SP website - <https://suttonpoyntz.org.uk/index.php/our-village/environment/planning>. Ian Bruce offered the trustees assistance re. the planning if it were needed. Stockleys have been asked if they would be prepared to decorate as well as do the building work. No date for starting yet. Interior tidy-up continues with Sound System shelving to be moved to right of stage & **MaureenM** to ask Dave Buckley if he would make the new shelves. Final result to be same colour as walls. Bookcase could be moved to left of stage or donated e.g. dorsetreclaim.org.uk in Dorchester who will also pick up. Speakers raised on brackets. Fire extinguisher may need to be moved.
6. **Lease renewal** - delay due to first letter not being received by Salisbury Diocese. When replied SD said PCC need to approve the lease extension & the appointment of a solicitor. There will be a Meeting of the PCC Wednesday July 3rd. **ShirleyD** & **Bill** will prepare a statement.
7. **Policies** - Safeguarding. The Conditions of Hire document is updated to include our statement & is in the hall notice board plus at SP online. **Bill** to print off copies for MaureenM to give to people booking/using the hall. Health & Safety. A Risk Assessment of the hall environment will be organised by **Bill** & done with the assistance of Colin Marsh & **AntheaH**. A Risk Assessment form is in a folder in the kitchen. AND due to a gazebo mishap in the wind, **Bill** will purchase 4 gazebo safety bags which will be filled with sand £29. Insurance of user groups was discussed. **Bill** will update the list of current user groups with Ecclesiastical & add on the Crafty Chatty Group. MaureenM suggested purchasing a Marquee which could be shared with other user groups. Price & feasibility to be looked into. **MaureenM** to discuss idea with other groups. Purchasing a large garden storage box for outdoor equipment was discussed.

8. **Fundraising events** . June 30th Village BBQ was planned in more detail.
Start 12.30. **Bill** to do tickets £10 adult & £5 children (to include salads, dessert & a welcome drink) & **AntheaH** to do Poster ready to share for Friday 6th Coffee morning. Gazebos set up beforehand. 8 BBQs - **MaureenM** & **Bill** x 2 (Gas) & **SueW** (charcoal) so 4 more requested in newsletter. Bill has a new one which will be for Vegan/Veg. Aiming for 100 people. **AntheaH** & **MaureenM** will buy food & serviettes. Salad dishes to be prepared by the committee.
MaureenM to ask John Legg to remove the brick BBQ before June 30th as not safe.
July 12th. Joanna Quinn talk about *The Whalebone Theatre*. 7pm or 7.30pm - **SueC**
to confirm with Joanna. £5. **SueC** to organise drinks & reservation of seats.
Grant applications. £5000 received from The Valentine Charitable Trust. We need to keep them informed of progress. The Lottery Community Fund application for £14K was sent off April 15th & they say 3 months to let you know whether successful or not.
November 23rd has been reserved in the diary for a Themed Supper Evening.
9. **AGM June 26th 2024.** Bill had prepared all of the documents for this & shared them:- Agenda; Annual Accounts; Annual Report; Budget; and proposed Constitution changes. During the delivery of the Annual Report at the AGM :- **ShirleyD** to talk about the Lease; **Maureen M** to talk about the Building Work; **SueD** to talk about Events & funds raised; **SueC** to talk about Grants; and **Anthea** to talk about Volunteers & helpers.
Re. Election of officers. Assuming the new election of 10 officers is ratified by the people present at the AGM, there needs to be the following officers:-
1 PCC officer - at present ShirleyD
5 Elected officers - at present Bill who is Chair & Treasurer, AntheaH & SueC (co-opted as Secretary). Therefore there are 2 more officers to be elected.
4 Appointed officers who represent User Groups. At present these are:- WI = SueD; Art = Maureen M; Village Read = SueW; and MaureenC = Sutton Poyntz Society.
Bill will contact those 4 groups already represented plus the Bridge & Yoga groups to see who might like to appoint officers.
Bill will print off necessary documents for those present & provide wine & soft drinks with request for donations.

Next meeting pencilled in for Thursday July 18th 10am.

(N.B. Maureen C is unable to meet on Wednesdays or Thursday daytimes)