



NORTH WEALD BASSETT

PARISH COUNCIL

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Clerk to the Council
Susan De Luca

15th August 2018

TO: ALL MEMBERS OF THE PARISH COUNCIL

You are hereby summonsed to attend an **EXTRAORDINARY MEETING** of the Parish Council which will be held on **Monday, 20th August 2018** in **The Library, High Road, North Weald at 7.00 pm** to transact the business shown in the Agenda below.

Alan Buckley
Chairman

PLEASE NOTE TIME OF THE MEETING

Members of the Public and Press are Invited to attend the Meeting

AGENDA

1. APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies for absence.

2. OTHER ABSENCES

To **NOTE** any absences for which no apology has been received.

3. DECLARATIONS OF INTEREST

To **RECEIVE** any Declarations of Interest by Members

A Member with a personal interest in a matter must consider whether it is a Disclosable Pecuniary, Non Pecuniary or Other Pecuniary Interest, and declare it accordingly. A Member who is unsure as to how to declare their interest should seek independent advice.

4. QUESTIONS FROM MEMBERS OF THE PUBLIC

5. QUEENS HALL CHARITY

 A number of issues and concerns had been brought to the attention of the Parish Council and as the Parish Council is named in the Governing Document as being able to appoint 8 Trustees and also as being the Official Custodian of the Land that the Charity holds, the Clerk felt it appropriate to ask the Parish Council's Solicitor Mr Nick Evans for advice. Therefore the Clerk and 2 Councillors attended a meeting with the Solicitor. Following this the Clerk, Cllr Buckley and Cllr Blanks attended a meeting of the Charity on the 17th July 2018 which it was understood was going to be the AGM, however no Notice of Meeting had been posted.

Upon arrival at the meeting it came to the attention of those present that the meeting was not quorate. There were 3 Trustees present who were Vince Curren, Diane Archer and Carl Ginn, Vince advised that the Charity only had the following Trustees:

Vince Curren
Diane Archer
Bob Wood (Treasurer)
Carl Ginn
Nigel Bedford
Elaine Godwin Brown

There was no Chairman and no Secretary, the Minute Secretary had recently handed in her resignation. Helen Gould had been a Trustee and had recently resigned but was continuing in her position as Bookings Secretary. Brian Bartram had held the position of Chairman but had resigned as a Trustee in May.

A lengthy discussion took place at the meeting as to what the perceived and actual concerns were, documentation relating to this is attached for Members perusal at **Appendix 1**, detailed notes from the meetings (17th July & 31st July are attached for Members) together with a History of the Charity and Notes from the Meeting with the Solicitor, and a detailed list of Maintenance and Repairs to be carried out to the Hall. It has now come to light that there is also £3500 of Electrical Safety Repairs to be carried out which are still outstanding which have to be added to the list.

The list of Essential Repairs/Maintenance Items (as it stood before the Electrical Works were advised of) were listed in order of need and items were detailed as being numbered 1-5 as being most pressing, these amounted approximately **£3000**.

It has been difficult to get a full financial history from the Treasurer, and the Clerk to the Council only received a report on Sunday 12th August for both the year ended 31st March 2017 and 31st March 2018.

These are simple 1 Page sheets for each, with no real financial history, projected budget or detail to give a real understanding of what the Charities current Financial Standing is.

What was also put forward by the remaining Trustees is that there is no one who can undertake administration on behalf of the Charity. Obviously this is of concern to the Trustees.

The Clerk is looking at obtaining grant funding for some of the larger projects and has arranged meetings with Voluntary Action Epping Forest, and has also spoken with Epping Forest District Council regarding their Grant Funding Scheme, however the projection and financial history of the Charity is also relevant for the majority of schemes. Essex County Council are also undertaking the CIF funding this year so this is also a good funding scheme that could also be applied for, the Clerk has also applied for two very small grants, one of £250 and one of £500, however accounts and **Bank Statements must** be provided for both of these funding streams.

The Clerk has also contacted the Community Payback Volunteers to see if they can help with some of the larger projects such as clearance of the Tennis Courts and the Pathways, and a decision on this is awaited.

The Clerk has undertaken a recruitment campaign with regard to addition Trustees, and has so far had interest from 6 volunteers who may indeed be interested in becoming Trustees, however they would not wish to be officers of the Charity. Therefore this would mean that the Charity would need someone to run the administration of the Charity. The Parish Council currently does not have the time to undertake this work and the Charity does not have the funds to pay for the administration work to be carried out. If you work out the cost for an Administrator for 5 hours a week for the Charity (bare minimum), would be £8 an hour this would work out to £2210 per annum.

So the Proposal before the Parish Council at the current time is as follows:

- Nominate additional Trustees
- Fund Essential Repairs up to £3000
- Fund an Administrator

6. EXCLUSION OF THE PUBLIC AND THE PRESS

In the event that the Agenda contains Exempt (pink) pages, or an item needs to be discussed confidentially, to **CONSIDER** the following motion to be proposed by the Chairman:

“That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.”

There are currently **NO** confidential items to be considered

Clerk to the Council