



Meeting with the EHT and WPC
Monday 02 October 2023 @ 11.00am

Present:

WPC Clerk	Emma Freemantle
WPC Chair	Cllr J Hewer
EHT Chair	Gareth Jones
EHT Trustee	Peter Maddox

1. Any changes to the current constitution yet which will enable the EHT to hand over to WPC as Sole Trustee?

- GJ not yet as still awaiting confirmation of wording and also feedback / support from SBC regarding building responsibilities and ownership.
- EF advised that she will chase up SBC regarding the last correspondence sent over, this included SBC asset register information and a request for clarification from the legal department as to whether SBC could confirm
- GJ confirmed the next EHT meeting is the third Thursday of the month 19th Nov.
- EF to check with the WPC solicitor on the exact wording to be amended and send a copy over to GJ and PM before the 19th Nov.
- PM advised he would send EF the most up to date EHT Constitutions so that the word doc can be amended.
- GJ the EHT would like to pursue the closing down of one trust to another but can't do this unless SBC are happy that the EHT are the rightful owners. EHT need to transfer all its assets inc cash at bank from one trust (CIC) to another (CIO) and without confirmation of ownership from SBC this hasn't been possible.
- EF advised that constitution wording should still be changed to reflect WPC as sole trustee and that this process can run alongside the o/s building ownership issue with SBC.
- All agreed.

Actions:

- EF contact SBC - Do SBC then need to issue a new lease?**
- Is a re draw required or complete a new deed of variation to current lease?**
- Would there be an extension to the lease?**
- FOI request sent in by resident – chase this up on their behalf.**

2. Currently no response from SBC on building ownership but we can assume, as per previous info, that the land and building are covered in the same lease as under SBC.

- As above.

3. Updates from last "EHT" meeting

- No update

4. Updates from last "Friends of / Volunteer" meeting of the EHT

- GJ to send EF the notes from the previous meeting for info.
- JH asked if EF could be added to the "Friends Of" WhatsApp group so that WPC can be in the loop with any volunteer info on circulation.
- Next friends of meeting is in October.

5. EHT Accounts – do we have the end of Aug accounts for Monday? (Sep unlikely)

- EF talk to Mel / Katy to get the Sep accounts up to date.
- WPC require confirmation of what the balance of accounts is as of 30 Sep 2023.
- EF advised payroll was complete and next payment schedule will be issued this week.

6. PAT testing, WPC have organised for both WPC and ECC (EF liaised with Mel Centre Manager)

- EF waiting on a date to be confirmed with Hickmans for the overall testing. Will be booked in asap.

7. Contract cleaning – one off cleans / regular cleans – what budget would be available at the ECC. (library carpets).

- WPC have addressed that the ECC requires a deep clean and quotes need to be sourced
- EF to organise and then approach the EHT staff and trustees for approval.
- One quote already sourced, will compare to second.

8. New office equipment

- EF liaising with ECC staff regarding printer issues, new office chair and notice boards / photos etc.
- EF to update EHT trustees and staff with any info and ask the ECC staff to progress any purchasing once GJ has approved expenditure.

9. Sharing of printer / copier in WPC office

- EF raised the issue of the ECC printer needing repair, as advised by ECC staff.
- PM asked that the ECC staff check the warranty of the printer as this was purchased 4 months ago and likely still to be covered.

10. Pictures photos frames for opposite WPC office

- Cllr D Hooper raised the question over installing new photos or artwork outside the WPC and ECC office.
- GJ confirmed that the actions for this will fall to the HT Walls working party.

11. Site visit – Building Works

- EF confirmed that WPC will carry out a site visit with local contractors to seek quotes for internal changes to the ECC. ie wall dividing doors / knocking through to rooms and or additional storage.
- All information to be fed back to the EHT and WPC.

12. AOB

- JH advised that Cllr D Archer has offered to look through the EHT insurance policy.
- GJ stated that this would be welcomed and for EF to arrange a time to go through this before the renewal premium is due again in March 2024.

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