

THE ELLENDUNE HALL TRUST

(ALSO KNOWN AS THE ELLENDUNE COMMUNITY CENTRE CIO)



Minutes

**Minutes of the meeting held on Thursday 21 March 2024 at 7.30 pm
At the Elendune Community Centre**

69 Present

Peter Jeffreys (PJ – Acting Chair)

Sally Parker (SP)

Melanie Armstrong (Centre Manager)

Secretary: Jackie Jeffreys (Trust Administrator)

70 Apologies

Apologies were received from Gareth Jones (Chair), Debbie Hooper (DH) and Emma Freemantle (WPC Clerk).

71 Conflicts of Interest

Potential conflict of interests was declared by Peter Jeffreys and Sally Parker.

72 Public Questions

There were no members of the public present.

73 Approval of Minutes

Trustees **APPROVED** the minutes of the Trust meeting held on Thursday 18 January 2024, subject to the amendment noted in item 61.3.

74 New CIO Organisation

74.1 Constitution Update

Actions: Clerk to finalise and send to Trustees for final approval.
TA to submit updated Constitution to the CC.

74.2 New CIO Bank Account

Application submitted to the Co-op – awaiting their response.

- 74.3** Winding up of the EHT
On hold until points 74.1 and 74.2 are complete.

75 Ellendune Friends/50th Anniversary of Centre

Friends meetings are continuing, mainly concerning fundraising.

- 75.1** Table Top Sale – Saturday 23 March
Tables all sold and refreshments covered from 1.30-4pm.

- 75.2** 50th Anniversary of the Centre (16 March 2024)
This event went very well and there was an excellent turn out from the village.

Action: Chair to send a note of thanks to WPC for organising the event.

- 75.3 Action:** Clerk/CM to send the centre maintenance summary to the Friends.

- 75.4** The second ELO Encounters concert is taking place on Saturday 4 May.

- 75.5** Other Events in consideration:

- Beer Festival
- Film Club resumption
- Youth Talent Show

- 75.6** Next Friends meeting is Wednesday 3 April 6pm.

76 Community Centre Issues

- 76.1** Booking/Invoice System – OMEGA
Demo session and training completed. Further training needed before going live.

Action: Clerk/CM

- 76.2** Roof Repairs/Solar Panels/Asbestos
Trustees approved the removal of asbestos from the roof (£7,344 cost).
After this is completed work to be started as soon as possible on the roof repairs and fitting of the solar panels.
It has been agreed that Ex-Trustee, Peter Maddox, will continue to oversee the project.

- 76.3** Centre Spring Clean
Proposed for 6 April – no responses so far from users.

- 76.4** Office Workstation
New printer required.
Action: CM to discuss and agree new printer with Clerk.

- 76.5** Maintenance Information
The CM needs access to the Facility Management Company that WPC are using.
Action: CM to discuss with Clerk and produce a list of ongoing maintenance and capital projects/costs.
- 76.6** Fire Risk Assessment
Training/signs/keyholders to be established
Action: CM
- 76.7** Library Ceiling
Ongoing
- 76.8** Centre Plastering Maintenance
Trustees approved the quote of £1340 for work required in the ladies toilets, storage room and hallway.
- 76.9** 3 Acres + A Cow show – 19 April
Centre staff and friends will arrange bar with proceeds to the Centre funds.
Action: CM

77 Finance

Trustees were updated on recent progress made with the Finance Working Party. Trustees noted the finance forecasts, a copy of which appears as Appendix A in the finance documents file.

The Latest estimate for year ending 2023/24 was reviewed
The forecast for year 2025/26 shows the possibility of breaking even without a WPC grant.

- 77.1** New Bank Signatory & Approver
There is currently only one approver (PJ).

Action: FWP to assess ongoing requirements.
- 77.2** New Bank Accounts for Friends – on hold
- 77.3** Room Rate Review – updates will apply from 1 April 2024.

Actions: CM to contact all users advising them of new rates.
CM/TA to send to Trustees for information.
- 77.4** Wiltshire Community Trust Grant
A grant of £1268 was approved from the WCT.

Action: FWP to process the paperwork, submit bank details and send an official thank you.

78 Communication

Facebook and Wroughton Monthly updates are continuing.
Communication is being coordinated with the Ellendune Friends by Chair and SP.

79 Walls & Installations

Trustees received an update from the WWP.

79.1 Alexander Room tiling – completed.

79.2 Hallway Picture.

Action: Clerk/DH to consider options for the picture.

79.3 Hallway Noticeboards

Action: TA to reassign noticeboards as agreed with Clerk.

79.4 New Post Box

Post box is waterproof but not secure.

Action: TA to find a suitable alternative.

80 Any Other Business

80.1 Laptop Status – with Clerk.

80.2 WADAMS Shed

The Trust awaits details (size etc) of proposed shed before further discussions on where it may go and rental charge.

80.3 Users Balloons

The church will store their balloons on the mezzanine floor.

80.4 Future Working Parties

Trustees await information on potential participation on the WPC working parties to run the centre.

81 Date of Next Meeting/Future Meetings

Trustees agreed to change the date of the next meeting to Thursday 23 May 2024.

Action: TA to update change of date.

82 Press and Public Withdrawal

There were no members of the public present.

83 Staffing

Trustees were updated on current personnel issues.

Minutes of staffing items are recorded in the Confidential Minute File.

84 Any Other Confidential Business

Minutes of the Confidential items are recorded in the Confidential Minute File.

The meeting was closed at 20:55

Signed.....

Date.....

Chair of The Ellendune Hall Trust (also known as the Ellendune Community Centre CIO)