

**NOTES OF MEETING OF WORKING GROUP HELD BETWEEN
HOTHFIELD PARISH COUNCIL AND HOTHFIELD VILLAGE HALL COMMITTEE
ON THURSDAY 4 FEBRUARY 2010
AT 6.00 PM AT THE BLUEBELL CENTRE, HOTHFIELD**

Present: Mrs S Whittington (Chair, Hothfield Parish Council)
Mr P Howard (Member of Hothfield Parish Council and Parish Council
Representative on Hothfield Village Hall Committee)
Mr C Rogers (Treasurer, Hothfield Village Hall Committee)
Mrs J Batt (Parish Clerk)

Apologies for Absence

An Apology for Absence has been received from Mr John Collins

This meeting is being held to continue the discussions at the previous meeting held on 5 January to clarify the roles of the Parish Council and Hothfield Village Hall Committee with regard to the responsibilities of funding, running and maintaining Hothfield Village Hall. The results of the meeting will be reported to both the Parish Council and the Village Hall Committee at their next meetings.

Changes to Charity Commissions

Mr Rogers reported that he had not yet made any changes to the Charity Commissioners Order as he felt that there will probably be more to be added.

Role of Custodian Trustee

The main discussion centred on the role of Hothfield Parish Council as Custodian Trustee.

It was agreed that a Member of the Parish Council should continue to be on the Hothfield Village Hall Committee and attend meetings as Custodian Trustee. The current Parish Council representative is Mr Peter Howard and he will liaise between Hothfield Village Hall Committee and the Parish Council.

The possibility of a written structure for the Parish Council and Hothfield Village Hall to work to was discussed, but it was considered that the best way forward was to adopt a common sense approach to the interaction between the Village Hall Committee and the Parish Council.

The Village Hall Committee will endeavour to make sure that the minutes of each meeting are available to the Parish Council in time for their monthly meeting.

The following suggestion will be put to the Parish Council and the Village Hall Committee the next time they meet:-

It was suggested at the meeting on 4 February 2010 that the Parish Council assign all responsibility for the maintenance and upkeep of the Village Hall to the Village Hall Committee.

This responsibility covers maintenance of:-

The Village Hall, both inside and out

The Grounds of the Village Hall, to include hedges, trees, car park, fences, gates and lighting.

It was agreed that any proposed expenditure on Capital Projects should be presented to the Parish Council for discussion, prior to a decision to proceed with the work being taken by the Village Hall Committee.