

**NOTES OF MEETING OF WORKING GROUP HELD BETWEEN  
HOTHFIELD PARISH COUNCIL AND HOTHFIELD VILLAGE HALL COMMITTEE  
ON TUESDAY 5 JANUARY 2010  
AT 6.00 PM AT THE VILLAGE HALL, HOTHFIELD**

**Present:** Mrs S Whittington (Chair, Hothfield Parish Council)  
Mr J Collins (Chair, Hothfield Village Hall Committee and member of  
Hothfield Parish Council)  
Mr L Krause (Vice 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**

There were no Apologies for Absence

The purpose of this meeting is 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.

**Tenancy of the Hall**

Hothfield Village Hall is owned by Ashford Borough Council

Ashford Borough Council lease the hall to Hothfield Parish Council for a Peppercorn Rent of £1 per annum.

The Hall is held in trust for the purposes of a Village Hall for the benefit of the inhabitants of Hothfield and the neighbourhood in the County of Kent.

From September 2001 the hall has been governed as a charity known as Hothfield Village Hall (278776), under the scheme ordered by The Charity Commissioners for England and Wales.

Hothfield Parish Council is the Custodian Tenant of the Hall.

Hothfield Parish Council delegates responsibility for the running and maintenance of the land and premises of the Hall to Hothfield Village Hall Management Committee.

The members of Hothfield Village Hall Management Committee are Trustees of the charity known as Hothfield Village Hall (278776).

### **Village Hall Management Committee**

The Charity Commissioners Scheme states that there should be 7 elected trustees, and one appointed trustee for each organisation listed. Total 13. At the present time we have 5 trustees.

The members of the Village Hall Committee (The Trustees of Hothfield Village Hall), supported by the members of the Parish Council need to be proactive in encouraging residents and members of local clubs and societies to join the Committee.

It was agreed that the rules need to be changed to allow more than 2 co-opted members.

### **Funding of the Hall**

Hothfield Village Hall Management Committee should be a self funding body. However, at the moment this is not the case. Concern was voiced that the Parish Council is paying too much towards the upkeep of the hall, but it was generally accepted that it will need to continue this financial support for the foreseeable future.

The members of the Village Hall Committee (The Trustees) are striving to encourage greater use of the hall and support is needed from the Parish Council in this regard as an increase in bookings will generate a much needed increase in income. This is a long term goal, but Mrs Whittington said that she hoped the Village Hall Committee would eventually be in a position to at least pay for the upkeep of the fabric of the hall.

The Trustees need to apply for grant funding wherever possible, but concern was expressed that the community could lose out if we put in too many bids from Hothfield at one time to one source of funding. It was therefore agreed that all applications for funding should be co-ordinated through Mr Rivers.

All emails received by the Parish Clerk regarding any sources of funding will be forwarded to Mr Krause who will forward them on to Mr Rogers, who will then forward them to Mr Rivers if they are applicable to the Hall.

### **Conclusion**

Those present felt that they were beginning to have a greater understanding of the roles of Hothfield Parish Council and The Trustees of Hothfield Hall with regard to the upkeep, running and maintenance of the hall.

The following was agreed upon:-

1. Communication between the Trustees of the Village Hall and the members of the Parish Council must be improved.  
**Action: All Parish Councillors and Trustees**
2. The members of the Parish Council will assist the Trustees in obtaining outside funding with a view to the Village Hall Committee becoming self funding as soon as is practicable.  
**Action: Parish Clerk, Mr Krause, Mr Rogers**

3. The wording in clause 9:1 in the Charity Commission Scheme will be altered to be inclusive of village residents. The wording should be presented to the Trustees and the Parish Council to be agreed prior to being sent to the Charity Commission.  
**Action: Mr Rogers**
4. Clause 10 will be altered to allow more than 2 people to be co-opted. The wording should be presented to the Trustees and the Parish Council to be agreed prior to being sent to the Charity Commission.  
**Action: Mr Rogers**
5. The way in which Trustees are appointed needs to be clarified. The method to be agreed by the Parish Council and the Trustees, prior to implementation.  
**Action: All Parish Councillors and Trustees**

A future meeting will be arranged to discuss exactly what needs to be communicated between the Trustees of the Village Hall and the best method of ensuring that the lines of communication remain open.

All Councillors and Trustees should remember that no decision can be taken by a single member of the Parish Council or of the Village Hall Management Committee and any suggestions made during conversations outside of meetings or by email should be referred back to the Council and Committee to be ratified before being actioned. If an urgent decision is required, in the case of the Parish Council it is possible to obtain the verbal agreement of councillors to proceed if necessary before the next meeting.