

order the Parish Council contribution to a lower priority funding option if it was not able to be financially self sufficient. The Parish Council should still budget for funding a certain amount of urgent investments if other funds were not available to the VHMC.

6 Update for the Parish Council on the trees along the footpath close to the Toll Bridge - Cllr Higley

Concerns were raised that the pavement between the Ferryboat and the Toll bridge was damaged in places due to roots growing under it. It could be dangerous for wheelchairs or mobility scooters. This is the one section of pavement that was not improved by recent pavement improvements in the village. **Action:** Cllr Donahue to raise the concern to OCC.

7 Implications for any meetings that the Parish Council wish to hold except Parish Council meetings (e.g. public participation events) – Cllr Higley

Following on from her experience as a trustee for the Village Hall Charity, Cllr Higley highlighted that Working Groups of the Parish Council that allowed public participation should be encouraged to make use of the Village Hall as a top priority to support the charity. Cllrs discussed that this would not always be possible depending upon availability of the Village Hall, and the VHMC may even decide to prioritise more frequent and profitable bookings over monthly WG meetings.

Motion to seek appropriate advice from the Bat Conservation Trust and if appropriate, to commission a bat survey in the Manor Road Conservation Area from a licenced professional – Cllr Higley seconded by Cllr Smith

Cllr Higley explained that she was advised by the tree surgeon that there should be no impact to bats in the Manor Road yew trees with the planned tree trimming but it could be an issue if the proposed application to SODC to remove a tree is approved. She assumes that we would need to hire a specialists to investigate whether the tree cutting would impact any bat nests.

Resolution: Cllr Higley to seek advice from the Bat Conservation Trust on process of investigating impact to bats for tree cutting. She would only proceed with getting quotes and hiring a specialist if SODC were to approve removal of specific trees.

9 Meeting closed at 20:07.

Attachment 1

Whitchurch-on-Thames Parish Council and Village Hall Management Committee Agreement. - PROPOSED

Village Hall Management Committee

The Village Hall is run by a committee, which is registered as a charity under the name of 'Whitchurch Village Hall', Registered no. 278273.

The Village Hall was once the shower block of the Second World War refugee camp. After the war members of the Canadian Armed Forces converted the building and used to hand out extra rations to those who lived in the camp. The Village Hall's historical context is valued by the community and the historic nature of the building deems that it is preserved.

Holding Trustee

The Village Hall, the land surrounding it and all fixtures and fittings are owned by Whitchurch on Thames Parish Council. The Whitchurch Village Hall Management Committee (VHMC) is subject to business rates but is currently entitled to small business rate relief. The Parish Council is the Custodian (or Holding) trustee of the charity. Of the original nine organisations listed in the 1970 Trust Deed, only the Parish Council and the Whitchurch Society remain.

Object

The object of the Whitchurch Village Hall Management Committee (WHMC), as shown on the Charity Commissions' Website is to provide 'a village hall for the use of the inhabitants of the parish of Whitchurch and district in the county of Oxfordshire without distinction of political, religious or other opinions including use for meetings, lectures and classes and for other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.'

Committee Management

There must be an Annual General Meeting (AGM) each January to which members of the public (over the age of 18) are to be invited at least 14 days beforehand. All members of the VHMC shall retire from office together at the end of the VHMC AGM. Three elected Trustees are chosen at the AGM and representative trustees proposed by the relevant organisations are confirmed as trustees.

Up to two, new co-opted members can be appointed (anytime) at a meeting of the VHMC.

No person shall be entitled to act as a member of the VHMC, whether on a first or any subsequent entry into office, until after signing in the Minute Book of the Committee a declaration of acceptance and of willingness to act in the trust of the deed.

Finance

The VHMC shall:

- endeavour to ensure that the Village Hall is financially self-sufficient;
- (if required) suggest budget requests for revenue/capital expenditure for the forthcoming financial year and submit these to the Parish Council,
- obtain quotes for revenue/capital expenditure,
- maintain the VHMC bank account, receive, hold and disburse funds and
- prepare and publish interim and annual accounting.

Any sum of cash at any time belonging to the charity and not needed as a balance for working purposes shall (unless otherwise directed) be invested.

The Village Hall Committee may expect to receive money from:

- users of the Hall/others who hire the facilities,
- donations made specifically for the improvement of facilities,
- grants (or other funding) that the Parish Council or the VHMC apply for to improve the facilities and
- the Parish Council (as per annual budget if the Parish Council decides to make these monies available),
- income from investments.

Relationship with the Parish Council

The Committee is authorised to spend its approved annual budget (if received) without further reference to the Parish Council.

If the VHMC decides that it is more cost effective for other organisations to rent the Village Hall on Parish Council meeting nights, then the VHMC will arrange and pay for other suitable accommodation for Parish Council meetings. The Parish Council will be able to hold the Parish Council meetings once a month free of charge in the Village Hall.

All alterations must be agreed with the Parish Council in the first instance.

The Parish Council expects that the building will be run in as a sustainable manner as possible (low energy light bulbs if appropriate) and recycle/dispose of all waste appropriately.

VHMC Responsibilities

- Monitor and review regularly the condition of the premises and ensure it is in good decorative repair, secure and free of any obvious and significant health and safety hazards,
- ensure that any day to day problems are addressed including dealing with complaints from hirers or visitors and ensuring any use by hirers is in accordance with the terms and conditions of hire,
- review the tariff and terms for hirers annually.
- arrange for locally generated public relations, advertising and marketing programmes,

- ensure that all appropriate licences and permits are in place and
- review, annually, the security and facilities of the Village Hall and ensure that annual review of Fire and other Risk Assessments and Insurance arrangements are carried out.
- The VHMC will also secure suitable facilities for the Parish Council meetings as detailed under the Relationship with the Parish Council above.

Review of the Agreement

This Agreement shall be reviewed annually at the Annual Meeting of the VHMC.