

## **KEEVIL COMMUNITY AMENITIES TRUST**

Minutes of the first Meeting of the Trustees of the Keevil Community Amenities Trust  
held on Tuesday 1 May, 2012, at West Willows, 4 Butts Lane, Keevil, BA14 6LZ.

**Present:** Alex Goodwin, Rob Kevan, Norman Owen, Pat Tucker, Paul Vingoe, Jerry Wickham and Janet Hopkins (Secretary)

### **1/12 Apologies for Absence**

There were no apologies for absence.

### **2/12 Signing of the Trust Deed**

The Trust Deed was signed by the following:

- Rob Kevan and Alex Goodwin, to serve for two years and to retire on the 1<sup>st</sup> May 2014
- Jerry Wickham and Pat Tucker to serve for three years and to retire on the 1<sup>st</sup> May 2015
- Paul Vingoe and Norman Owen to serve for four years and to retire on the 1<sup>st</sup> May 2016

### **3/12 Selection of the Chairperson**

Norman Owen welcomed everyone to the first meeting of the Trustees, and invited nominations for the position of Chairman.

**It was proposed by Paul Vingoe**

**Seconded by Norman Owen**

**That Rob Kevan be elected as Chairman of the Trustees.**

This was agreed by all present.

### **4/12 Approval of the Minutes of the Public Meeting held on Thursday 19 April 2012**

Subject to the line in Paragraph 7, 'so the purchase of a trailer specifically for use with the Marquee may need to be considered.' being deleted,

**It was proposed by Paul Vingoe**

**Seconded by Pat Tucker**

**that the minutes of the Public Meeting held on Thursday 19 April 2012 be signed as a true record.**

This was agreed by all present.

#### **5/12 Insurance of the Marquee**

A quote for insurance had been received from Peter Bell a broker with Access Insurance, from Ansvar Insurance, a company specialising in Charity Insurance. The quote totalled £657.59, which included the insurance premium of £498.59, a fee of £20, and Trustee Liability of £159. This would provide All Risks cover of £1,500, Employers Liability (including volunteers) of £10 Million, Public Liability cover (based on income not exceeding £10,000), of £5 Million and Legal Expenses cover of £100,000. Trustee cover would be for £250,000. However, after discussion, Mr Bell had obtained the option of a reduction of public liability to £2 million, which would reduce the premium to £405. He had also offered to waive his fee. If the Trustee liability was lowered to an indemnity of £100,000, the premium would be £106. This would result in a total of £511.45. If the public liability level was retained at the original indemnity of £5 million, the total would be £584.59.

After discussion, the Trustees agreed that cover should be retained at the higher rate, that is, Public Liability of £5 million, and Trustee Liability of £250,000.

Alex Goodwin asked if those booking the Marquee should take out their own insurance, particularly if they chose to erect the Marquee themselves, on their own land. This would be checked with Access.

In view of the urgency of obtaining insurance cover, it was suggested that the Ansvar quote be accepted for the first year of operation, but that alternative providers would be approached for quotes for subsequent years. The Secretary was asked to ascertain whether payments could be made on a quarterly basis.

**It was proposed by Pat Tucker**

**Seconded by Rob Kevan**

**that the original Ansvar quote be accepted, and that Access be asked if the premium could be paid on a quarterly basis.**

This was agreed by all present.

## **6/12 Establishment of the Bank Account**

Janet Hopkins explained that a bank account, specifically established for community organisations, had been set up with HSBC. There would be no charges for this account provided income stayed below £100,000. A savings account would also be provided. All Trustees were required to sign the application form, and to take proof of their identity into the HSBC branch in Trowbridge, unless they already banked with HSBC.

She suggested that three Trustees be authorised to sign cheques and issue instructions to the Bank, and that any two signatures would be acceptable for such instructions.

Further, if any of the business of the Trust was required to be undertaken online, a mandate authorising the Secretary, as Primary User, to do this be signed by two of the three agreed signatories. The Primary User could then set up additional users, and it was suggested that the Chairman and the Independent Examiner should be included. A daily bill payments limit of £700 would need to be authorised.

**It was proposed by Paul Vingoe**

**Seconded by Rob Kevan**

**–that a bank account should be established with HSBC, and that Rob Kevan, Pat Tucker and Paul Vingoe be signatories to the bank account;**

**–that any two of the three signatures would be sufficient authorisation;**

**–that the Secretary, Janet Hopkins, be approved to be the Primary User using the Business Internet Banking system, with a daily bill payments limit of £700.**

This was agreed by all present.

## **7/12 Approval of the Independent Examiner**

It was suggested that Vi Jensen, previously Director of Finance at the World Association of Girl Guides and Girl Scouts, be appointed as the Independent Examiner. Vi had also had experience in the private sector, and was a Certified Chartered Accountant.

**It was proposed by Jerry Wickham**

**Seconded by Alex Goodwin**

**that Vi Jensen be approved as the Independent Examiner of the Trust.**

This was agreed by all present.

### **8/12 Composition of the Operations Team**

Norman Owen explained that he aimed to establish a pool of twenty-one people, who would be trained, and able to be called upon to erect and strike the tent. He intended to compile a matrix listing all bookings for the Marquee which had been received so far, together with available volunteers.

Trustees were concerned that all users were aware that the Marquee would be erected by volunteers, and the Operations Team leader would determine the dates and times when the Marquee could be erected and struck. It was further agreed that the Operations Team would be authorised to make a decision whether the prevailing weather conditions made it unsafe to erect the Marquee on a particular date, or there was a risk that conditions would change during the period the Marquee was required.

Ian Hunter had offered to lead the available volunteers on the 27 May, at Deans End. Rob asked if it would be possible for the Marquee to remain at Deans End after the 27<sup>th</sup>, and that the Marquee then be moved directly to Field Head for the Jubilee weekend. Jerry agreed to this.

It was agreed that a combination lock needed to be purchased for the store at The Manor. Pat Banfield had agreed that, if the Marquee was wet, it could be hung in her barn to dry.

### **9/12 Recommended donations**

Rob was concerned that a limit be placed on the number of usages of the Marquee in any one year, and that usage be limited to the months of May until September, although this would be at the discretion of the Trustees. Norman said that six confirmed bookings had been received for 2012. It was agreed that a maximum of 10 bookings should be taken. A minimum of eight volunteers would be required to erect and strike the Marquee. Training will be given on site, and Jerry suggested that the training be documented and laminated. Norman agreed to do this.

Discussion regarding suggested donations focussed on the need to ensure that the insurance costs were covered, and to reserve additional funds for repairs and renewal. Trustees were concerned, however, that suggested donations should not deter any villagers from being able to use the Marquee.

The point was made that Trustees can only suggest donations. Norman Owen suggested that the Fun Committee might be prepared to organise an event specifically to fundraise for the Marquee, in order that the initial costs could be met. In addition, he would be prepared to organise a Race Night, under the auspices of the Trust. All Trustees felt that the aim of the Trust was that it should be self-supporting, and not depend on any other village organisations for support. However, if any organisations did contribute funds to the Trust, Trustees would take a favourable view of their donations for use of the Marquee.

**It was proposed by Alex Goodwin**

**Seconded by Jerry Wickham**

**–that it be suggested to users of the Marquee that they donate £100 for the 12m x 6m Marquee, and £60 for the 6m x 6m Marquee, to be paid in advance of the erection of the Marquee.**

This was agreed by all present.

## **10/12 Any other business**

### 10.1 Trailer

It was agreed that an alternative trailer needed to be identified for use when Norman was not available. Both Jerry and Alex had livestock trailers which could potentially be used.

It was also agreed that it would be necessary to identify additional people who might be prepared for their trailers be used to move the Marquee, when necessary.

### 10.2 Keevil Society Meeting

Rob asked Jerry if he would represent the Trustees at the next Keevil Society meeting, as he would be unable to attend.

## 11/12

The provisional date of next Meeting was agreed for the 4 October 2012, at Forge Cottage. The Meeting will commence at 19.30.

Signed .....

Date .....