

NOTES OF A MEETING HELD ON THURSDAY 19 APRIL 2012 IN THE VILLAGE HALL, TO DISCUSS THE ESTABLISHMENT OF THE KEEVIL COMMUNITY AMENITIES TRUST.

Present:

Norman Owen, Paul Vingoe, Jerry Wickham, Suzanne Wickham, Rob Kevan, Steve Maskrey, Paul Lenaerts, Pat Tucker, John Tucker, Anne Woodhead, Ian Woodhead and Janet Hopkins.

1. Welcome and explanation of the reason for the meeting.

Norman Owen welcomed everyone to the meeting, and explained the background to the acquisition of the Marquee, which had been the result of a grant of £1,000 from the Melksham Area Board. The application had been made under the auspices of the Keevil Society. Norman explained that the previous Keevil Society Committee had agreed that it was not within the objects of the Society for the Society to be responsible for the ongoing management of the Marquee, and this had been agreed by the membership. The Village Hall Committee had been approached regarding taking responsibility for the Marquee, and had declined. It was important that the Marquee was insured, both for public liability and for damage to the Marquee, and so a legal entity needed to be established, and it was suggested that a Trust be created for this purpose.

Jerry Wickham queried whether formal agreement had been recorded from the Keevil Society membership regarding relinquishing possession of the Marquee, since both the Melksham Area Board, and the current Society Committee consider that the technically, it is still in the ownership of the Keevil Society. Suzanne Wickham offered to suggest to the next Keevil Society Committee meeting, on the 1 May 2012, that a formal proposal be put to the Keevil Society Membership at its next meeting on the 11 May 2012, that the Marquee to donated to the Trust. This suggestion was accepted by all present.

2. The Trust Deed

Copies of the suggested Trust Deed were circulated to all present. This was based on the Charities Commission Model Trust Deed. The Trust would not need to be registered with the Commission until the income exceeded £10,000 per annum. The Trust Deed required that the Trustees met on at least one occasion per year, and that the report and accounts would be available at the Annual General Meeting. This would be open to all residents of Keevil.

It was suggested that the Deed be amended to state that the Marquee should only be used within the Parish of Keevil.

It was proposed by Jerry Wickham and seconded by John Tucker, that the Trust Deed, as amended, be adopted. This was agreed by ten people, with one abstention.

3. Appointment of Trustees

It was proposed by Ian Woodhead, and seconded by John Tucker, that Paul Vingoe, Alex Goodwin, Pat Tucker, Jerry Wickham, Rob Kevan and Norman Owen be appointed as Trustees. This was agreed by all present.

The Trust Deed requires that the first Trustees agree to staggered terms of office, and this was agreed as follows:

Rob Kevan and Alex Goodwin – two years

Jerry Wickham and Pat Tucker – three years

Paul Vingoe and Norman Owen – four years.

4. Appointment of Clerk/Treasurer to the Trust

It was proposed by Suzanne Wickham and seconded by Pat Tucker, that Janet Hopkins be appointed to act as Clerk and Treasurer to the Trust. This was agreed by all present.

5. The formation of the Operation Team

The Trust Deed allowed for the delegation of powers to advisory Teams and it was suggested that an operations Team be established to be responsible for the erection and striking of the Marquee.

6. Arrangements for managing bookings, erection and striking of the Marquee

Provided sufficient helpers could be found, a number of leaders would be identified who would be responsible for the erection and striking of the Marquee for each individual event. Training will be arranged for the Operations Team in the erection and striking of the Marquee.

7. Funding the Trust of opening of a bank account.

There was considerable discussion about the initial funding of the Trust. The Marquee funding was currently in deficit because:

- a. Additional sections had been purchased following the initial grant;
- b. Parts had gone missing from The Manor store, and had to be replaced;
- c. One donation for use of the Marquee in 2011 was still outstanding;
- d. Monies were owed to Ian Simpson.

It was important that insurance was obtained as soon as possible. Norman was also concerned that his trailer was not used in his absence, so the purchase of a trailer specifically for use with the Marquee may need to be considered.

It was recognised that as the Trust Deed prohibited trading, any income for use of the Marquee had to be made from donations. Whilst it would be ideal if the level of donations was able to equate to expenditure, the Marquee should be available for use by all in the village, with all levels of income and so realistically, this may not be possible. There was also discussion about the appropriateness of requesting donation for use of the Marquee for events which catered for the whole village, as against individual use for private events. It was suggested that additional fund raising may be necessary, and the Trustees would be consider this. Norman would approach potential donors for loans to provide the start up costs.

A bank account would be opened in the name of the Trust.

8. Appointment of an Independent Examiner

A qualified accountant has been approached to take on the role of Independent Examiner, and this would be discussed by the Trustees.

9. Insurance

An insurance company had been identified who provided specialist insurance for Marquees, but this had not been pursued since the Trust had not yet been established. The Trustees would now consider this as a matter of urgency.

10. Bookings - 2012

The following bookings have been received:

27 May	Keevil Society Tea Party, Deans End
1-4 June	Jubilee Weekend
16 June	St. Leonard's Fete
24 June	Birthday party
27 June	Birthday party (this has not yet been confirmed)
21 July	Birthday party
22 September	Wedding Reception

Rob Kevan expressed concern that some of the bookings were very close together, which could cause some difficulty in erecting and striking the Marquee. It was suggested that there should be a limit of two bookings per month. This would be considered by the Operations Team.

11. Any Other Business

- i. Suzanne suggested that all information regarding the Trust and the use of the Marquee be placed on the website
- ii. Paul Lenaerts suggested that anyone using the Marquee agreed the donation to be made before it was erected.

The meeting closed at 20.30.

Signed

Date