

# COLTON VILLAGE HALL MANAGEMENT COMMITTEE

## Minutes of the meeting of Thursday 31<sup>st</sup> May 2018

### Members Present:

Marie Havelock (MH)                      Sonia Jenkinson (SJ)                      John Macmillan(JM) (Secretary)  
Polly Macmillan (PM)                      Richard Monbiot (RM) (Chairman)  
In attendance: Ann Nunn (AN) bookings officer.

### 1. Apologies

Chris Dale

### 2. Conflicts of interest

SJ in respect of item 11 (her husband had advised on the tenders)

### 3. Minutes of the last meeting

Having been previously agreed by email the minutes were signed by the chairman.

### 4. Matters arising

None

### 5. Treasurer's report

RM said that Mark Terrington (MT) had very recently finished the year end accounts which had been circulated to trustees earlier today. RM took the meeting through the draft accounts. He explained that the item 'capital expenditure' was in fact any expenditure whether of a capital nature or otherwise which exceeded £500. He did not know whether this was a requirement of the Charity Commission or of our independent examiner, Alan Toplis, and he would ask MT whether it was really necessary to split expenditure this way. JM expressed concern that capital expenditure items don't appear in the Income and Expenditure account other than in the note at the bottom 'Looking at the accounts in cash terms' where they appear as a total. They are only itemised in the monthly bank movements summary. This didn't seem right and RM was asked to take this up with MT. **[Action RM]** RM drew attention to the bank reconciliation which showed that allowing for pre-payments of room-hire deposits which we could not treat as our income until after the booked event had taken place, and our contingency reserve of £4,000 we were £1080 short of the £17,000 needed to resurface the car park. The fees paid to the treasurer were included in miscellaneous costs. Because of her personal difficulties which had meant she had been able to spend very little time on our accounts, Odette Ghent's charges had been very low so this item would rise during the coming year. RM said that he had spoken to Alan Toplis about what he needed in order undertake the independent examination of the accounts. He only needed what MT had provided. However, he was not able to do any work on our accounts before week commencing 13<sup>th</sup> June which was much too close to the planned AGM for comfort. The draft accounts were approved unanimously and RM was asked to send them to Allan Toplis for independent examination **[Action RM]**. MH expressed her pleasure at the very clear presentation of the accounts.

### 6. Chairman's report

Most items on which RM wished to report were already on the agenda. The most pressing issue for the trustees was succession of officers. No existing trustee or parishioner was prepared to act as secretary and RM and JM were clear that it would be wrong in principal

for one person to hold both offices. However, by necessity, what he and JM had agreed came very close to that. RM said that he was no longer able to carry on as the focal point of the VH because of greatly increased workload in his business including much foreign travel. The only viable solution appeared to be for him to remain as chairman in name only with JM remaining as secretary but also becoming the focal point for day to day activities. JM reluctantly agreed as there appeared to be no alternative. Some thought would have to be given to what 'being the focal point' actually meant and how the message was to be broadcast that he rather than RM was the point of contact in future. A full handover was essential and it was agreed that both RM and JM should prepare detailed job descriptions for the roles of chair and secretary respectively to facilitate future hand overs **[Action RM and JM]**. MH stressed the need for new elected trustees who didn't also have a commitment with a village organisation and who would therefore be able to devote more time to the VH. RM raised the possibility that in the future we might have to employ a caretaker as there was now doubt over whether we had any volunteers to do the gardening, there was too much routine maintenance for one volunteer to do and the booking officers role was becoming increasingly time consuming. However, the cost might be prohibitive. JM said that it was important that parishioners understood that trustee appointments were for 12 months only and before each AGM all trustees had to stand down. Parishioners should not just assume that existing trustees will continue to offer themselves for re-appointment: if there was no support forthcoming from the parish they might well decide not to do so. All trustees agreed.

#### **7. Booking officers' reports**

AN said that her recent experience of looking after one-off bookings in PM's absence had been an eye opener in terms of the amount of work involved and confirmed her view that we needed to secure as many regular bookings as possible. AN had nothing to report with regard to existing regular hirers all of whom seemed happy to continue. There was a good possibility of a new regular hirer - Willow Senior Care - taking the hall for Thursday mornings/early afternoons to provide day care facilities for elderly residents and their carers including a mid-day meal. She was due to meet them this coming week to finalise matters. If they did take a regular booking thanks would be due to John and Shirley Carter who had recommended Colton VH to them. PM said that as a rough estimate she was spending 6 to 8 hours (i.e. one working day) a week on VH business and the last two months had been particularly busy with enquiries and hirers requesting additional visits to measure up and hold rehearsals. She reported that we now had 6 wedding receptions booked for 2018 and since her report in March she had taken bookings for three additional Christening or birthday parties. We already have 5 wedding receptions booked for 2019 one of which is for a parishioner. RM thanked PM and said that the bookings suggested that we should roughly maintain current levels of income over the next two financial years.

#### **8. Data protection policy**

The previously circulated draft data protection policy was approved unanimously and is appended to these minutes. The room hire T&Cs are to be amended to include the new privacy notice in clause 12 **[Action JM]**. The following additional points were agreed: Draft and unsigned copies of contracts to be destroyed as soon as a contract is signed: Signed paper copies of contracts to be retained for 2 years only unless advised otherwise by the Treasurer: **[Action MT]**

The Treasurer to advise on how long we need to retain invoices etc. **[Action MT]**

All trustees to be aware of and to implement the policy including deleting old and no longer relevant emails.

PM reported that she had not received any contracts from Kerry Ball in respect of room hires booked by Kerry. They are believed to be with Odette Ghent. RM said that he had received a large quantity of papers from OG and he would check through them as soon as he could.

**[Action RM]**

JM said that he would organise a new lockable filing cabinet for our retained paperwork and archives **[Action JM]**. SJ confirmed that the History Society would trawl through all our retained paperwork as soon as time permitted and advise on what should be discarded as having no historical significance and what should be archived. Any archived material could not be added to the History Society's own archive for reasons of space. **[Action SJ]**

## **9. WiFi**

This item had been added to the agenda purely to gauge whether trustees felt that we should provide free WiFi in the hall for room hirers. PM said that she could only remember one external hirer asking whether WiFi was available and there was no adverse reaction when they were told no. JM felt strongly that we should not provide free WiFi unless there was pressure from parishioners to do so. Agreed unanimously.

## **10. Playground update**

The first tranche of the grant had now been received. The balance would be paid over on completion of the work. RM had been unable to pay the first instalment to the manufacturer by BACS transfer because of the size of the amount and despite requesting a cheque book from the bank more than 2 weeks ago, he had still not received one. As soon as he did he could pay the first instalment to the manufacturer and they would begin work. The Playground Group want to install a wooden gate between the corner of the VH and the retaining wall of the garden to prevent children 'escaping' onto the car park. This was agreed. JM asked whether the current plan included a perimeter fence. RM said that it did not. The Playground Group have agreed to undertake regular patrols to check for dog mess. If it became clear that a fence was needed either to keep children in or dogs out a wooden fence would cost about £6,000 and a metal one about £8,000. [JM's note: in post meeting conversations between RM and PM the question of the timing of the installation was discussed. Several hirers were expecting the playground to be available for use during their event and one had even asked whether they could close it off to the public. There was concern that bookings might be cancelled if the playground was going to be out of use. PM will provide RM with the dates of all bookings during the summer when the playground is required to be available and RM will speak to the Playground Group and Biffa to see whether work on installing the new playground can be deferred until later in the year. **Action PM and RM]**

## **11. Car park update**

A new grant possibility had been identified which would enable us to provide a completely new car park rather than just a resurfacing. Money was available from the Garfield Weston Foundation but the application had to be submitted before the end of June. RM and JM had already done some work on the application and SJ's husband had advised on the two competing tenders. As the minimum grant available was £30,000 we would be using the tender from Dawks which was for £28,000 + VAT. RM and JM will complete the application on RM's return from abroad **[Action RM and JM]**.

**12. Maintenance issues**

AN reported that Peter Knowles had purchased the paint to repaint the shed and would do the work shortly. He had also cleaned out the guttering around the hall and (for the second time) replaced the cord attached to the mechanism for holding the front door open. He would also repair one of the new tables which had been badly damaged by someone apparently putting their foot through it! JM said that we should add a replacement kitchen floor to the list of maintenance issues but their seemed to be very little point in discussing them until we know the outcome of the grant application for the car park. If it succeeded there would be ample funds available to do all of the items on the list. If not, then further significant fund raising would be required. The possibility of putting in a second grant application for a replacement kitchen including a new floor was discussed and it was agreed to proceed with JM obtaining two or three quotes. However after the meeting RM was informed by Garfield Weston that only one application per organisation was allowed.

**13. AGM**

JM reported that although he had submitted the notice for the AGM to the editor of Parish News in good time for it to be published in the June edition, it had not been included. However, in view of the possibility that the independent examination of the accounts might not be completed in time for copies to be circulated to interested parishioners in advance of the meeting, this might be a blessing in disguise. As the earliest date on which we were likely to get the accounts back from Alan Toplis was the 20<sup>th</sup> June it was felt that the safest course was to postpone the AGM for one month. JM would publicise the postponement on parish notice boards and by contacting village organisations and would send a revised notice to the editor of Parish News for inclusion in the July edition which would be distributed at the end of June [Action JM]

**14. AOB**

There were no items of AOB

**15. Date of next meeting**

Thursday 26<sup>th</sup> July 2018 at 8.00 pm immediately after the AGM

.....  
Signed as a true record

.....  
Dated

# COLTON VILLAGE HALL MANAGEMENT COMMITTEE

## Data Protection Policy and Procedures

### 1. Introduction

This policy has been introduced by the trustees of Colton Village Hall in the light of the obligations placed on the charity by the Data Protection Act 1998 and the General Data Protection Regulations 2018. The trustees are committed to a policy of collecting and using only the absolute minimum amount of personal data necessary for us to carry out our work of managing Colton Village Hall and protecting such data that we collect. Any data that we do collect will be collected and handled securely. The policy applies to data held either electronically or physically and extends to emails, contractual documents, minutes of meetings and photographs. The charity will remain the data controller for the information held. The trustees and volunteers are personally responsible for processing and using personal information in accordance with the Act and Regulations. Trustees and volunteers are therefore required to read and comply with this policy.

### 2. Definitions

**Charity:** means Colton Village Hall (CVH)

**Data controller:** means the trustees of the charity who collectively decide what personal information the charity will hold, how it will be held and the purpose for which it is held.

**Data subject:** means anyone whose personal information we hold or process e.g. a trustee, a volunteer or someone who hires a room in the hall.

**Processing:** means collecting, amending, handling, storing or disclosing personal information.

**Personal information:** means information about any living individual that enables them to be identified such as names addresses (including email addresses) and telephone numbers.

**Sensitive data:** means such things as racial or ethnic origin; political opinions; religious or similar beliefs; trade union membership; physical or mental condition; sexual orientation; criminal record or criminal proceedings.

### 3. The Data Protection Act

The Act contains 8 principles for processing personal data with which we shall comply. Personal data:-

1. Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met,
2. Shall be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes,
3. Shall be adequate, relevant and not excessive in relation to those purposes.
4. Shall be accurate and, where necessary, kept up to date,

5. Shall not be kept for longer than is necessary,
6. Shall be processed in accordance with the rights of data subjects under the Act,
7. Shall be kept secure by the Data Controller who shall take appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information,
8. Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal information.

#### **4. Applying the Act within CVH**

We will let people know why we are collecting their data – namely solely for the purpose of managing the village hall. We will ensure that the information is used only for this purpose. Access to personal information will be limited to trustees and volunteers whose roles require them to have access to it.

#### **5. What personal data will we hold and who will hold it?**

We will hold only the names, postal and email addresses of trustees, volunteers and people who hire the hall. We will never ask for nor hold sensitive data. The data will be held only by trustees and volunteers involved with room hire.

#### **6. Why do we hold it and how do we hold it?**

Personal information is held exclusively for the purpose of managing the hall. Such data as we hold is held on electronic devices that are password, internet and virus protected. Data which is held on paper is held in secure filing cabinets. No data is held on memory sticks.

#### **7. What do we do with that data and how long do we hold it?**

We will not under any circumstances pass personal information to a third party without the express consent of the data subject or unless we are obliged to do so by law. Financial information is held for 7 years and contractual information is held for 3 years. Minutes and other archival material will be held indefinitely.

#### **8. Data subjects**

We will deal with any data subject access requests within not more than 30 days having first satisfied ourselves of the identity of the person making the request. In order to satisfy ourselves of the identity of the person making the request, we will demand both photographic identification (e.g. passport or driving licence) and confirmation of address (e.g. bank statements, recent utility bill etc) identification.

#### **9. Emails**

All trustees and volunteers are required to consider whether an email (either received or sent) needs to be kept as an official record or otherwise. If it does, then it should be saved into an appropriate folder or printed and stored securely. Emails that contain personal information and are no longer required for operational use will be deleted from mailboxes and any 'deleted items' box.

**10. Phone calls**

Personal information will not be given over the telephone unless there are no doubts about the callers identity and the information is innocuous. If in doubt the caller will be asked to make their request in writing.

**11. Risk management**

Breaching data protection can cause harm or distress to service users if their information is released to inappropriate people, or they could be denied a service to which they are entitled. Trustees and volunteers are aware that they can be personally liable if they use customers' personal data inappropriately. This policy is designed to minimise the risks and to ensure that the reputation of the charity is not damaged through inappropriate or unauthorised access and sharing.

**12. Privacy notices**

We will incorporate the following privacy notice in our terms and conditions:

'Colton Village Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall and fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers or if it is of historical interest. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the hall Secretary'.

**13. This policy**

This policy was adopted by the trustees of Colton Village Hall on the 31st May 2018. It will be reviewed from time to time as we review and audit the way we collect, hold and process personal data and in accordance with the requirements of the law.

Richard Monbiot,  
Chairman