

**MINUTES OF
HINTLESHAM AND CHATTISHAM COMMUNITY COUNCIL
MID-YEAR MEETING/EGM HELD ON ZOOM
MONDAY 14th DECEMBER 2020 AT 7.45PM**

Present

Officers:

Tym Moore , Chairman
Eileen Damant, Vice Chairman
Liz Stones, Treasurer
Linda Jones, Secretary

Committee:

Debbie Archer
Michaela Debenham
Caroline McElroy
Haydon Wilding

Hall Management:

Richard DeBanks

Hall Environs Group:

Jane Whyman

Village Representative:

Phil Archer
Margaret Langton

Parish Council:

David Marsh, Chairman
Stephanie Coupland

Social Club:

John Whyman

Bowls Club:

Frank Wilkin

Apologies: Cristiana Velloso Langton

1. Minutes of the Mid-Year Meeting 2019

The minutes had been circulated and published on the HCCC website and were taken as read. Their adoption was proposed by Debbie Archer and seconded by Eileen Damant and they were accepted by the meeting.

2. Chairman's Mid-Year Report

The Chairman opened by saying that it had obviously been a strange time, post our AGM in March this year. The Executive and Committees had met on "virtual" calls and our facilities had been closed for the majority of the time, whilst we ran the course of Covid-19.

The impact of epidemic had meant HCCC had been unable to fulfil its primary function of providing facilities and services to the community. As an organisation, this had hit finances very hard, with revenue significantly down, and with costs only marginally reduced.

The Executive had taken the decision very early on in the year to protect HCCC finances as much as possible, only committing to maintenance and health and safety requirements.

Following the AGM, we were delighted to advise that Haydon Wilding was co-opted to the Executive. Haydon had been already working with us to develop a consolidated website very kindly agreed to extend his voluntary activities.

Currently, HCCC executive had turned its attention to making sure policies were current, which, through the invaluable assistance of our new Treasurer Liz Stones, meant some changes to our constitution and other improvements to our processes.

We had been able to open the Hall, for a brief period of time, and this was down to the sterling work that Richard DeBanks had done to firstly establish Covid-19 policies and procedures, and secondly to liaise with our Hall Users to ensure they complied.

Although outside the remit of the Executive, the Chairman would like to record its thanks to Rosie Lay who was retiring from her role in the bar, after over twenty years. Also, whilst on Social Club matters, thanks must go to Debbie Archer for her unstinting effort to sort out the complexities of the licensing laws and make us fit and proper in that regard. Just to add a very recent piece of news, Debbie had been working with Environmental Health and had achieved a top rating in food hygiene, for the Bar's use of the kitchen, so the Social Club would be able to serve food. Amazing achievement Debbie, you have been a star!

Thanks should also go to Jane Whyman whose work in tidying and curating the outside areas of the Hall was showing such excellent results.

Enormous thanks too, to David Marsh our PC Chairman, who had worked unstintingly with Richard DeBanks, to obtain grants from the Council's many different pockets, so that the surface area of the Children's Play area on the Hintlesham Field, could be upgraded and refurbished, and adult exercise equipment installed.

In general, HCCC still remained in troubled waters financially and sadly could not commit to many of the initiatives it would have wished to undertake. The Chairman looked forward to a time when the hall returned to being heavily used, the bar was full, and the events committee were putting on loads of welcome activities.

Finally the Chairman thanked the Secretary for all the work she put in and all the other volunteers who do so much unheralded work.

It was hoped that 2021 would be kinder to us all.

On behalf of those present, Debbie Archer thanked the Chairman, in turn, for all the work that he undertook and his excellent leadership of the management team and the subcommittees.

3. Adoption of an Amended Accounting Procedure into the Constitution

4. Adoption of an Amended Trustee Appointment Procedure into the Constitution

Items 3 and 4 were taken together and the Secretary explained the work that she and the Treasurer had completed to modernise the Constitution. The Changes to the Constitution and explanatory notes were appended to the Minutes.

In response to a query by David Marsh, the Treasurer advised that discussions with the Charity Commission had confirmed that with the HCCC's level of income and assets (income under £250,000 and assets under £3.26 million) HCCC should complete their accounts on a cash receipt basis, and did not need to complete a full audit.

Future accounting procedures were to be pegged to the requirements of the Charity Commission, so that the Constitution stayed current.

Authorisation of expenditure would be set out in a policy document, to be agreed by the Executive and actual expenditure would be examined at its meetings, no less than four times a year, in addition to the accounts presented at the AGM.

The Secretary then went through the notes on the Trustees, and the Trustees authorised to sign on behalf of the HCCC.

There was then a brief discussion on the assets of the HCCC, broadly the Community Hall, the Church Belt, the lease on the Hintlesham Playing Field and the Chattisham Playing Field (in trust), which would eventually be transferred to the Charity Commission Official Custodian, in line with recommended practice. This was a project that the Secretary and the Treasurer hoped to undertake in the coming year.

There were no further queries.

Debbie Archer proposed the adoption of the Amended Accounting Procedure into the Constitution and this was seconded by Haydon Wilding.

John Whyman proposed the adoption of the Amended Trustee Appointment Procedure into the Constitution and this was seconded by Stephanie Coupland.

The Amendments to the constitution were accepted by the meeting.

5. Any Other Business

- a) **Social Club** - John Whyman congratulated HCCC on the amendments to the Constitution and commented that the Social Club Rules and Constitution were similarly in need of a modern upgrade, which the Committee would like to present to the HCCC Executive, perhaps at the AGM in April, for their agreement.
- b) **David Marsh** advised that, according to the budgets he and Richard DeBanks had completed, the funds raised for the Hintlesham Play Area refurbishment were approximately £1,040 short of the quotation from the contractor. DM asked whether the Executive would underwrite this shortfall. As eight members of the Executive were present, a vote was taken and it was agreed that the HCCC would meet this cost.
- c) **Haydon Wilding** queried the costs of broadband which he had noticed varied by month. The Treasurer advised that this was only because other internet costs were included, although many of the website costs were generously donated by Phil Archer. The Treasurer hoped in the next financial year to redesign the presentation of the accounts, much of which was a relic of the days when the accounts were prepared in a hand-written ledger with 20 columns, which limited the analysis.

DA advised that the internet speeds at the Hall were poor at times and payments taken on the card machine often failed because of the poor signal. However, it was not known whether anything could be done about this as the service was only fibre to the exchange. RDB who dealt with the broadband noted the comments.

There being no further business, the Chairman thanked all those who had attended, and wished them a happy and safe Christmas. The meeting closed at 8.35pm.

DRAFT AMENDMENTS TO THE HCCC CONSTITUTION DECEMBER 2020

6. Meetings

a) Annual General Meeting

- A General Meeting open to all persons on the electoral rolls of Hintlesham and Chattisham shall be held at least once a year during **February**, or two weeks either side, for the following purposes:-

To read

- *A General Meeting open to all persons on the electoral rolls of Hintlesham and Chattisham shall be held at least once a year during **April**, or two weeks either side, for the following purposes:-*

Line 6:

- Presentation of **audited** accounts

To read

- *The presentation of accounts **prepared in accordance with legal and regulatory requirements of The Charity Commission.***

7. Trustees

- The Council shall appoint four Trustees who are empowered, on instruction from the Executive Committee, to sign any necessary documents on behalf of the Council. **Such Trustees are not debarred from being members of the Executive or any other Committee. (deleted)**
In the event of a Trustee dying or moving away from the village, a new Trustee shall be **elected** at the next Annual General Meeting.

To read

- ***a) The four Officers of the Council plus the five members of the Executive Committee shall be the Trustees of the Community Council***
- *b) The Council shall appoint four **of these** Trustees to be empowered, on instruction from the Executive Committee, to sign any necessary documents on behalf of the Council (**Trustee Signatory**).*
- *c) In the event of a **Trustee Signatory resigning**, dying or moving away from the village **during the year, the Executive Committee shall have power to fill up by co-option the vacancy.** A new Trustee Signatory shall **then** be **appointed** at the next Annual General Meeting.*

11. Accounts

- a) An account shall be opened in the name of the Community Council, to be called "The Hintlesham and Chattisham Community Council Account", at a Bank to be approved by the Executive Committee, into which all monies received on behalf of the Community Council shall be paid by the Treasurer or other responsible official.

- b) Cheque signatories for the payment of all accounts shall be the Chairman, the Treasurer and one other Executive Committee member; two signatories are required on each cheque. **For cheques over £500, one signatory must be the Chairman. (deleted)** At the Annual General meeting in every year, the Executive Committee shall lay before the members a detailed **audited** statement of the accounts of the Council for the past twelve months. A copy of such statement shall be available at the Annual General Meeting.

To read

- a) *An account shall be opened in the name of the Community Council, to be called "The Hintlesham and Chattisham Community Council Account", at a Bank to be approved by the Executive Committee, into which all monies received on behalf of the Community Council shall be paid by the Treasurer or other responsible official. **Additional accounts maybe opened, as agreed by the Executive Committee.***

- b) *Payments and Authorisations*

Payment by cheque *Cheque signatories shall be the Chairman, the Treasurer and one other Executive Committee member; two signatories are required on each cheque, Authorisation levels shall be agreed by the Executive Committee.*

Payment by Direct Debit or Bank Transfer *Executive Committee shall agree the appropriate payment methods for the regular payment of utilities and overhead expenses, Other payments made through the bank shall be subject to authorisation as agreed by the Executive Committee and reviewed on an annual basis after the AGM.*

Statement of Expenditure *A statement of expenditure shall be presented to the Chairman and/or the Executive Committee for approval on a regular basis, as agreed, but no less than four times a year.*

Contracts *Any contract for future goods or services shall be subject to authorisation as agreed by the Executive Committee*

- c) *At the Annual General meeting in every year, the Executive Committee shall lay before the members a detailed **statement of the accounts** of the Council for the past twelve months, **prepared in accordance with legal and regulatory requirements of The Charity Commission.** A copy of such statement shall be available at the Annual General Meeting.*

12. Auditor

The Accounts shall be audited by **an auditor to be elected at the Annual General Meeting each year. (deleted)**

To read

12. Examination of Accounts

The Accounts shall be examined by a suitable independent person in accordance with legal and regulatory requirements of the Charity Commission.

NOTES ON THE AMENDMENTS

The original Constitution was drawn up in 1993 and this governing document has stood the test of time with very little amendment. However, in the intervening 27 years, there have been a number of changes in the regulations governing charities, and much tighter controls implemented. The Executive feels the moment is right to make some minor adjustments to the HCCC Constitution, to bring it into line with the new provisions and to clarify, with experience, the original provisions.

6. Date of the AGM

The purpose of this paragraph is to ensure that the HCCC holds a members' meeting annually, in reasonable time after the financial end of year. However, by setting the AGM in February, it gives a short time for the preparation and review of the year end accounts. In recent years, the meeting has been held in early March, within the two week extension for this reason. By moving the month to April, it still gives the firm commitment to hold the AGM but allows the Executive to set a date around the Easter holiday, and allows more time for the accounting work to be completed.

6. Line 6 Audited Accounts - See Para 11

7. Trustees

The original paragraph nominated four Trustees who would act as signatories on legal documents on behalf of the HCCC.

Under the Charity Commission rules, all members of the governing body, ie. The four Officers of the Council and the five members of the Executive Committee, are regarded as Trustees. The paragraph has been adjusted to make this completely clear, and to differentiate between the nine Trustees and the four trustees named as signatories. The changes also expands on the process of Trustee Signatory retirement and how that Trustee Signatory is replaced. This procedure mirrors that used for the Executive Committee.

11. Accounts

a) The amendments to this paragraph, extend the original instruction to open a single bank account, to allow the Executive to authorise the opening of additional accounts, either for separate activities ie. 200 Club, or as deposit accounts to earn interest.

b) Cheque authorisation has been retained for the very few occasions when cheques are now used.

The majority of payments are by direct debit from the provider of services for the utilities and main overheads. Direct debit authorities will be approved by the Executive and will continue without further authorisation.

Bank transfers for other services or goods will be subject to authorisation by the Treasurer, the Chairman or the third signatory according to the size of the payment and will be in line with the authorisation levels for cheque payments. These levels will be agreed by the Executive and reviewed each year.

A statement of expenditure will normally be presented to Executive Committee at its Meeting, but this shall be no less than four times a year. The Committee will then examine what payments have been made.

Any contracts or commitments to ongoing payments will have to be approved by the Executive Committee.

c) The stipulations around the preparation and presentation of annual accounts have now been linked to the requirements of the Charity Commission, rather than separately itemised. This should avoid any further amendment being needed should regulations change again.

12. Auditor

As mentioned above, the requirement for audited accounts, and therefore an auditor, no longer applies to HCCC; the requirement is linked to the level of revenue and only charities earning more than £250,000 per annum or with a very high asset value, need to be audited. HCCC does not qualify on either count. HCCC can take advantage of the simpler recording procedures and preparation of year-end accounts.