

	Community Association Committee Meeting Minutes	Date:
Minutes Agreed and signed	<i>Signature:</i> <i>Print name:</i> <i>Date:</i>	24.8.21

Community Association Members	Role	Trustee	Attended	Apologies
Peter Davies	Chair	Yes	yes	
Angela Lamb	Treasurer	Yes	yes	
	Booking Secretary			
Caroline Cooper	Secretary Health and Safety	Yes	yes	

Agree and sign minutes from previous meeting	no
Check actions from previous meeting	no
Mailbox checked?	yes

Record of discussions

1. All members of the meeting agreed that Cotford St Luke Community Association (CSLCA) should be closed as a charity and removed from the Charity Commission by December 7th 2021.
2. The three members of the committee, as listed above, will leave as Trustees by December 7th 2021.

We propose this as there are not, despite years of requesting additional members from the village, enough Trustees and members to maintain the current requirements of the CSLCA Constitution. The current Constitution was put in place prior to the formation of the Cotford St Luke Parish Council to provide a voice for the villages and therefore is no longer relevant to the role of managing the village community hall. We feel that the requirements of the Constitution and Trustees can put off potential volunteers.

Following our Constitution we will hold an Extraordinary General Meeting (EGM) alongside our Annual General meeting on October 7th at 7pm in the small hall where we will propose and vote for points 1 and 2 above. We are required to provide 21 days public notice to the residents of the village.

Guidance was sought from the following link: <https://www.gov.uk/guidance/how-to-close-a-charity>

A charity can be closed using an online form on the Charity Commission website.

We discussed how we can support the process of maintaining the running of the hall and appropriating our current funds.

The following 3 options were agreed:

Option 1
The Parish Council continue to run the CSLCA as a Charity to meet the Constitutional requirements and take on the roles of Trustees.
Option 2
The CSLCA close as a registered charity and the Parish Council take over the management of the Community hall. The CSLCA transfer funds to the Parish Council.
Option 3
The CSLCA close as a registered charity and the Parish Council take over the management of the Community hall. A village hall management committee is established, overseen by the Parish Council. The CSLCA transfer funds to the Parish Council for the running / maintenance of the village hall. We suggested the following structure: Chair (to be a member of the Parish Council and to feed back to the Parish Council). Peter is willing to continue in this role. Treasurer - to oversee invoicing of hirers and paying expenses. Angela is willing to continue in this role) Hall Manager (the Parish Council to pay someone to oversee the day to day running of the hall, bookings, enquiries etc on a self-employed basis.) Additional volunteers would be welcome. The Parish council would manage areas such as payment of service charges, payment for cleaning and maintenance and payment of the hall manager.

Actions:

PD	Raise the closure of the CSLCA and ideas for moving forward with the Parish Council at their next meeting.
PD	To advertise the AGM and EGM via social media and poster at least 21 days prior to the meetings along with an outline of the proposal.
AL	Arrange for auditing of the finances prior to the AGM
PD/AL	Prepare Treasurers / Chairs reports for the Annual Review.
PD	Book small hall for AGM / EGM.