



**Buckland Old School Trust ( BOST)**

**Charity Number:1069992**

Buckland Village Hall, New Road, Buckland, Aylesbury,  
Bucks, HP22 5JB

Meeting on Wednesday 21<sup>st</sup> August 2024  
At Parish Office, Buckland Village Hall

**PRESENT:** Rev Sally Bottomer(SB), Richard Peel(RP), Cllr Carole Paternoster(CP), Cllr Nigel Hayward(NH), Linda Oatley (All Saints Rep) (LO), Paula Graves(PG), Jane Lewis(JEL), James Lewis(JL).

## **1. Welcome**

Rev Sally Bottomer welcomed everyone to the meeting.

Following the meeting held on Monday 19<sup>th</sup> August Jane Lewis read out the research relating to appointment of Trustees.

### Procedure

The process for appointing new charity trustees is usually set out in the charity's governing documents. There are four common procedures, and a charity's governing documents might include any combination of these:

- election by the members at an AGM
- one or more particular organisations have a right to appoint (and remove/replace) a specific number of charity trustees by written notice
- co-option by the charity trustees
- ex officio appointments.

It is common for older charitable trusts not to include any express provisions about the appointment and resignation of charity trustees and for all appointments and retirements to be documented by Deed using statutory powers in the Trustee Act 1925. Where this is the case, the trustees might wish to consider updating their governing documents to include simpler trustee appointment and removal procedures

Jane Lewis had contacted the Charity Commission (CC) and spoke to Ruby. JEL was pointed to documents on the Charity Commission website regarding appointment of trustees and changes to Schedule.

#### 6.1 How are trustees appointed?

*The short answer*

Trustees may be elected or nominated by existing trustees, nominated by other organisations, or may become trustees by virtue of another position which they hold.

The Charity Commission advised Jane that the schedule be updated as soon as possible. The CC then needs to be notified, they can take up to 12 weeks to approve.

Changes to schedule:

Changes you can make without the Charity Commission's authority

You can make most changes to your governing document without Charity Commission authority.

For example, changing how your charity:

- appoints trustees
- admits members
- communicates with its members
- arranges and runs meetings

Changes that the Charity Commission must authorise

You must ask for Commission authority if your amendment will:

- change your charity's purposes
- allow trustees, members, and people or organisations connected to them to benefit from your charity
- change what happens to your charity's money or property if you decide voluntarily to close it

These changes are called 'regulated alterations', and more information about each of them is included below.

You should ask for Commission authority before you agree regulated alterations with your charity's members.

You must have Commission authority before these changes can take effect.

Once all the relevant information, that had been circulated prior to the meeting, had been heard the members of the meeting agreed that they were happy with the regulations by a unanimous show of hands.

## **2. Election of Chair**

Richard Peel was nominated as Chair by NH and seconded by CP. There was a unanimous show of hands to agree the appointment.

## **3. Apologies**

There were no apologies.

#### **4. Minutes of the last meeting.**

Trustees reviewed the minutes of the last meeting that had been circulated. The minutes were agreed as a true record of the meeting. CP objected and stated they were not a true record. RP signed and dated the previous minutes.

#### **5. Matters Arising**

There were no matters arising.

#### **6. Treasurers Report**

PG reported on the balances of the BOST bank accounts.

Nat West	16/8/24	£63368.84
Nat West Business Reserve	31/5/24	£9543.61
Lloyds Bank Treasurers Account	5/8/2024	£17497.02
Lloyds Bank Business Instant Account	9/4/2024	£51380.21
<b>TOTAL</b>		<b>£141789.68</b>

PG reported that annual accounts had been submitted to the CC. These had been done without Trustees viewing and signing of on them. It was agreed that in future these annual reports should be viewed by Trustees before submission to CC. Accountant currently charging around £400 pa for submission and audit of accounts.

The trustees expressed concerns about the transparency of the financial information and the need for monthly updates on income and expenditure. They also discussed the possibility of consolidating the various bank accounts to simplify the financial management.

The trustees agreed that going forward, they will strive for absolute transparency in the financial management of the trust, with regular updates on income and expenditure.

RP and LO agree to be additional signatories on the bank accounts in addition to PG and CP. This was unanimously agreed

#### **7. Website and Booking System**

JL reported that he had looked at a number of possible website providers. Analysis of the costs of each had been provided prior to the meeting. The GoDaddy initial cost is £85.84, which includes a domain for three years, and the monthly cost is £16.99. The booking system, Hall Booking Online, costs £120. This was agreed unanimously. JEL would pay for these and BOST would reimburse. RP thanked JL for all his research.

PG confirmed that insurance policy states 64 people sitting in hall and 100 standing. PG will pass information to JEL on insurance, terms of booking etc.

Discussion took place regarding hall hire costs and the hiring of other facilities such as sound system, gazebo. It was agreed that until a detailed financial analysis of the halls income and expenditures could be seen this decision would have to wait.

Trustees also discussed the cost of waste management for the hall, with a proposal to have a regular collection service at a cost of £1,100 per year. It was agreed to add this as an agenda item for the next meeting.

## **8. The Schedule**

Members of the meeting agreed that the Schedule for BOST needs updating with more clarity regarding appointment of trustees, number of meetings per year and general governance.

## **9. Marketing Plan**

RP had created a marketing plan along with possible logos which was circulated with the agenda. It was decided to change the wording in the logo to Buckland Village hall instead of BOST.

Objectives from the Marketing Plan:

- Create an accessible, user friendly and attractive website and an efficient bookings system.
- Raise the profile of the village hall through low and no cost public relations and social media campaigns, so all Buckland Parish residents are aware of its existence and what it is used for.
- Double the time the hall is used for regular bookings to 30 hours per week in the first year with a mission to specifically increase the use for the elderly and young people.
- Quadruple the adhoc bookings during the year to 12.
- Establish partnerships and/or relationships with local businesses for sponsorship and use purposes and with users through cross promotion to increase the take up of their activities.
- Compare other hourly hire rates with other local halls and use the increased promotion of current activities, inflation, costs of heating lighting and so on to increase our charges if necessary.
- Secure appropriate grants from Government and other local sources.

The trustees agreed that these objectives are achievable and approved the plan. Trustees thanked RP for all his work on the Marketing Plan.

## **10. Status of Trustees and Roles**

The following roles were agreed:

Chair - Richard Peel

Secretary - Jane Lewis

Buckland Parish Council Representatives- Cllr Nigel Hayward and Cllr Carole Paternoster.

Benefice - Rev Sally Bottomer

All Saints Church representative - Linda Oatley

Co-opted Trustee - Paula Graves - Book keeper

It was agreed that another trustee should be recruited.

All trustees completed trustee information and acceptance form. These details will be uploaded to the CC website.

Jobs:

House Liaison - Carole Paternoster

Grants - Linda Oatley

Bookings and Hall Manager - Jane Lewis/James Lewis

Facilities Manager - to be determined

## **11. Any Other Business**

- JEL requested documents showing Health and safety audits such as Fire and Alarm checks, PAT testing, Boiler Servicing.
- JL to discuss garden maintenance and clearing of pathways. Also to discuss repair of some picnic benches.
- PG raised issue of Horse Chestnut Tree in Old School House garden which needs to be removed. A quote for £2736 has been received from Tree Monkey. It was agreed a second quote is required for comparison.
- SB will present Phil Hedges with a thank you gift for all his work for BOST over the years.

The trustees agreed that it was a productive meeting, and there is now clear direction with ideas, and a marketing plan to start working on, as well as a website.

## **12. Date of Next meeting**

Tuesday 24<sup>th</sup> September 2024 @ Buckland Village Hall

