

# **The Pilton Village Trust Meeting Minutes**

## **04 December 2023**

**Attendees:** Alan Ayres, Audrey Brown, Carrie Hemmings, Joanna Thoms, Joseph Marcangelo-Lyons, John Broxup, Kelly Sumner, Mikael Nyblon, Rob Hargrave, Terrence Moulder, Tracey Mapstone

**1 Apologies** - Nicole Parks

**2 Declarations & Conflicts of Interest** - None

**3 Trust Role Appointments**

- Chair - Terry Moulder - Unanimous vote confirms.
- Vice Chair - Joanna Thoms - Unanimous vote confirms.
- Secretary - Carrie Hemmings - Unanimous vote confirms.
- Vice Secretary - John Broxup - Unanimous vote confirms.
- Trust Treasurer - Joseph Marcangelo Lyons - Unanimous vote confirms.

**4 Accounts**

- Interest payments on savings accounts is calculated daily.
- £44560.95 across the Trust Accounts end of November 2023.
- The Co-Op Payment will be due soon.
- 1/2 of the EV Charger monies are paid into the account.
- Review who pays for the oil, as this needed purchasing.
- Terry will become the second signatory on the Trust Bank Accounts.
- Any correspondence to the Treasurer must be presented to the Treasurer through either the Chair or Secretary. Unanimous Vote to accept this procedure.

**5 Reports from Sub Committees**

**a Legal**

- The contract between PWMC Ltd. and Pilton Village Trust are nearly ready for review. The new contract will focus on keeping reserves to ensure stability of tenants. Joanna will distribute the old contract and the new contract for the Trust to review.
- PPFT Resolution - The Charity Commission have not yet responded, we are unable to move forward without their response.

**b Maintenance**

- The new Maintenance Sub Committee will comprise of Alan, John, Kelly, Rob & Tracey.
- To keep more up to date about things that require repair in the day to runnings of the building, Jane can provide us with a monthly report.
- It was decided that whole Trust should be part of the Monthly Maintenance walk around and will be conducted by two trustees at a time on the following rota:
  - Dece 23 - Tracey & Kelly
  - Jan 24 - Kelly & Alan
  - Feb 24 - Alan & Rob
  - March - Rob & Carrie
  - April - Carrie & Joanna
  - May - Joanna & John
  - June - John & Nicole
  - July - Nicole & Mikeal
  - Aug - Mikael & Terry
  - Sep - Terry & Tracey
  - Nov - TBC

**c The 200 Club Draw 2023*****December***

- 1st Prize £30 - Rachael Rogers
- 2nd Prize £10 - Jill Eavis
- 3rd Prize £5 - Claire Connock

**d Report From Five Year Plan Sub Committee**

Committee will meet soon

**6 Pilton Players**

Pilton Players submitted a letter to state they believe there was unauthorised access into their locked room to acquire certain objects. We will look into who has had access other than the stated key holders.

Also some of the staging that has been stored in the 1st floor store room had slight damage to it, this needs to be reviewed and inform users that if they break the staging, they are responsible for repair.

**7 Carolyn Griffith email**

Carolyn sent an email to ask why some of the past procedures put in place by the past trust was not followed for the last AGM. Unfortunately we do not have access to the paperwork that is referenced, therefore will investigate if these processes were officially put in place and why this was not brought to our attention earlier from Trustees that are still in situ and was present to these procedures being put in place. Once we have established what is officially in place, we can ensure to have everything in place for the next AGM. Changes could involve increasing the frequency of Accounting Reports being issued to the from annually to bi-annually or moving the AGM date. We will thank Carolyn for bringing this issue to our attention.

**9 A.O.B - PPFT Accounts**

Mikael will kindly go through the accounts and confirm if he is satisfied with the changes. We can report these to the Treasure for review.

**9 A.O.B - Next Meeting**

- Due to the time of year there will be no meeting held in January 2024. The next meeting will be held on Monday 5th Feb 2024 @ 18:30.

**Meeting closed at 19:35**