



**Minutes of the Meeting of the Trustees of the Bradwell Memorial Hall,  
Charity number 300237, held at the Bradwell Memorial Hall on Vicarage  
Road, postcode MK13 9AG, on Wednesday 05 July 2023 at 2pm**

**Present:** Six members of Bradwell Parish Council. Councillors Gilpin, Alexander, Bradburn, Evans, Exon and Stuchbury

**Staff of the Parish Council present:** Philip Farquharson, as Secretary to the Charitable Trust and Clerk to the Parish Council, and Karen Evans, Assistant to the Clerk to the Parish Council

**1. Election of a Chair for the Meeting.**

Leon Gilpin was elected to Chair the Meeting.

**2. Welcome and Introductions.**

The Chair welcomed all present and introductions were made. The Clerk provided a brief summary of how Bradwell Parish Council had come to act as sole managing trustee of the charitable trust.

**3. Minutes of the last meeting held on Wednesday 14 June 2023.**

These had already been approved as an accurate record by the former trustees but were again noted by the current trustees.

**4. Hall Hire Terms and Conditions.**

Hall Hire terms and conditions were agreed, including levels of rent. In summary:

**4.1** Rent would be £13/hour for regular users and £20/hour to ad-hoc users, who must also pay a £50 deposit.

**4.2** Hall hirers would be prohibited from bringing their own alcohol, and instead directed to the Queen Victoria public house, who held a license valid at the premises.

**4.3** Providing breathable paint is used, lime plaster and that the contractor is insured, the trustees resolved to agree to the public house redecorating the bar area at their own cost.

**4.4** For all those booked in for free use of the hall, the trustees would honour these agreements, moving forwards however these would be considered by the Parish Council.

**4.5** The trustees resolved to delegate decision-making on who uses the hall for free to Bradwell Parish Council, providing it was an agenda item and voted

upon in the manner and following all the rules and regulations of local government that the Parish Council has to adhere to.

**5. Change of insurance provider.**

It was noted that the building's insurance had been included on the Parish Council's policy, which was held by Zurich, and this had a cost saving to the charity £2,984 per annum, by cancelling the AXA policy.

**6. The action plan.**

This was noted and approved. Added to the action plan were:

**6.1** To compile an asset inventory to be added to the Parish Council's asset inventory.

**6.2** To include a maximum number of people who the hall could reasonably accommodate.

**7. Banking arrangements.**

**7.1** It was noted the Clerk was trying to facilitate access to the charity's Barclays bank account and in the interim the Parish Council's Lloyds bank account was being used for all transactions.

**7.2** The Clerk was requested to endeavour to gain the contact details of the pre-school which it was alleged were in arrears of rent, and then to chase the pre-school for any rent in arrears.

**8. Date of the next Meeting.**

This was agreed as a Wednesday in January 2024, at the Bradwell Memorial Hall at 2pm, summons to be distributed by the Clerk.

The Meeting was declared closed at 3:30pm.