

**KETTLEBURGH VILLAGE HALL COMMITTEE**  
**Minutes of the Meeting held on Tuesday 8 July 2014**

Present: Richard Baker, John Bater, Jackie Clark (Secretary), Patrick Garland, Dick Knight, Graham Mooney (Chairman), Tony Murphy, Derrick Neilson, Vickie Neilson, Jane O'Leary Treasurer), Martin Sims.

- 1. APOLOGIES:** John Dick.
  
- 2. MINUTES OF LAST MEETING:** The minutes of the meeting held on 15 April 2014 were approved and signed as a true record.
  
- 3. MATTERS ARISING:** There were no matters arising.
  
- 4. TREASURERS REPORT:** The current account balance stands at £3475 and the deposit account at £2876, making a total of £6351.
  
- 5. CORRESPONDENCE:** Community Action Suffolk sent the current year's membership certificate which will be displayed in the lobby of the Village Hall.
  
- 6. REPAIRS & MAINTENANCE:** a) Plumbing: the flushing mechanisms in the ladies toilets needed attention and the problem has only partly been rectified. It was agreed that Graham and Tony would seek Frankie Burts help as he had installed the cisterns in the first place. If this was not successful then the Chairman will talk to Tim Chase and ask him to make arrangements for the repair. b) Martin offered to replace the faulty lightbulb in the main hall. c) Kitchen: the hot cupboard has been obtained at no cost to the Village Hall by kind donation from funds from the Autojumble. The Secretary will write a letter of thanks to John Bater and Derek Holt. It was agreed that a new ring mains should be installed in the kitchen to avoid overloading the system: it was agreed that up to £1000 would be allowed for this. The Chairman had obtained quotes for new kitchen units, but it was decided by majority vote that the committee would not proceed with this project. It was agreed that a list of priorities for spending should be made, to include plumbing, lighting and repainting. Martin offered to produce a list. It was agreed that the Chairman should make arrangements for the rest of the kitchen to be tiled, with a budget of up to £600. d) Martin reported that the electrical tests have been done and passed the paperwork to the secretary. The fire extinguishers have been serviced.
  
- 7. CHARITY UPDATE:** John Dick produced a report which is attached to these minutes. He was thanked for his continued work on this matter. He noted that it is necessary to complete an application form for recognition by HMRC. The Chairman & Secretary consented to their names being used on the form as "Trustee – Responsible Person". John Dick is "Trustee - Authorised Official". The committee was happy for the form to be returned to HMRC together with the required attachments (bank details, statements and year end accounts).
  
- 8. FUND RAISING EVENTS:** Derrick suggested a live music evening with 'John Ward and friends'. The date of 4 October was agreed for this event. Tickets will be priced at £7.50. Patrick will run a bar with snacks. Richard will obtain the Temporary Events Notice from SCDC.

**9. ANY OTHER BUSINESS:** Richard suggested that the Christmas Tree lighting, organised at present by the Village Hall committee, could become a more inclusive village event, involving St Andrew's church and Kettleburgh Green Trust.

**10. DATE OF NEXT MEETING:** The next meeting will be held on Tuesday 7 October.

The meeting closed at 8.15pm

## CHARITY UPDATE

### 1. The Charity Commission

1.1 The Hall was successful in obtaining charitable status from the Charity Commission on 22nd April 2014, and has been registered under number 1156749.

1.2 There is no need to file Accounts or an Annual Report with the Commission so long as income remains less than £10,000. But a short Annual Update will need to be filed online after each year in order to notify changes in details (such as a change of Committee members).

### 2. Tax

2.1 Registration with the Charity Commission is not of itself enough for tax purposes. Exemption from tax, and the availability of gift aid relief, are both dependent on being accepted as a charity by HMRC. The next step therefore is to complete a separate application form for recognition by HMRC.

2.2 The relevant form is ChA1, a 10 page form. I have downloaded it and completed it in draft so far as I can. It requires two "Responsible Persons" to sign it, and I have provisionally put down GM and JC as the "Responsible Persons". An "Authorised Official" also needs to sign up to it, that person being the contact point with HMRC. I am prepared to be that contact point (and have provisionally filled in the form on that basis), but am quite happy – indeed more than happy – if the Committee decide that some other Committee member should assume that role.

2.3 One pre-requisite for recognition as a charity for tax purposes is that the trustees – in our case, Committee members – must be "fit and proper persons". That is to say, they will ensure that charity funds and tax reliefs are used only for charitable purposes. Individuals are debarred if they have been convicted of an offence involving dishonesty including tax fraud or identity fraud, are an undischarged bankrupt or disqualified as a company director. In the highly improbable event of any Committee member having concerns on that score, he ought to have a word with GM.

### 3. Benefits

3.1 Three financial advantages of charitable status stand out:

(1) There is an increased likelihood of grants being available from grant making bodies if at some future date the Hall needed money spent on it which could not be funded from ordinary resources. This is because the vast majority of grant making bodies need to be satisfied that the recipient is registered with the Charity Commission before they will offer funding. Given the long 'lead time' in securing charitable status, it makes sense to have obtained registration now rather than wait for some identified need for capital expenditure to arise.

(2) There is the potential for gift aid recovery on donations to the Hall by individuals or companies. Further research is needed in this area to see whether there is significant scope for gift aid.

(3) There is clarity on the availability of tax exemption (eg on hire charges).

3.2 In a non-financial context, there is also something to be said for charitable status having been obtained in that it clarifies our status as a body, as well as bringing us into line with most other village halls (9000 of which are already registered, including our neighbours in Easton and Brandeston).