

Notes of School & Community Room Meeting Tattenhall Park Primary School 19th March 2019

PRESENT

Park Primary School

Sam Evans, Yvonne Morgan (Business Manager).

Parish Council

Pat Black, Carol Weaver, Ann Wright (Clerk)

Other

CW&C Cllr. Mike Jones

Mr Evans chaired the meeting.

APOLOGIES

Tim Whitehall & Bob Blackhurst.

DECLARATION OF POTENTIAL CONFLICTS OF INTEREST

Cllr. Pat Black – Trustee of Barbour Institute.

Cllr. Carol Weaver – granddaughter in school.

AGREE NOTES OF MEETING 26TH FEBRUARY 2019

The notes were agreed as a true and proper record.

STRUCTURE & ROLE OF COMMITTEE

The following points were raised with regard to creating a committee responsible for running the community room:

It was suggested the working group seeks to create a Charitable Incorporated Organisation (CIO) which would function in a similar way to a limited company but would be registered with the Charities Commission rather than Companies House, it was noted this would be similar to a Parent-Teacher Association (PTA).

It was noted that to form a CIO there would need to be a constitution developed. Once members had been appointed to the CIO they would need to look at policies, insurance and opening a bank account.

It was noted the school has a newsletter going out soon which can be used to advertise for volunteers to join the committee.

It was noted that it was important to develop the committee based on the principle of decisions by consensus, and members rather than representing the school or Parish Council were appointed to run the room for the community.

It was agreed that the Committee should have a minimum of 4 members.

Constitution

It was agreed that the constitution would include the objectives of the committee which will include:

To establish a community use room.

To run and maintain run the room for the benefit of the community.

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Once the constitution has been agreed the committee can be registered with the Charities Commission and will obtain a charity number.

It was agreed the Clerk would obtain a draft constitution and circulate to the group for comment before the next meeting where the constitution can be agreed.

It was noted draft constitutions can be obtained from ACRE and the Charities Commission website.

Volunteers

It was agreed an advert needs to be developed to call for volunteers to form the committee. There will need to be someone acting as treasurer, as well as an administrator and someone to manage bookings.

It was agreed the advert should stress the need to establish a holiday club as a priority.

It was agreed the Clerk would draft an advert for circulation.

Lease

It was noted the proposed 12 month lease would not be accepted for a CIO; it would need to be a minimum of 5 years to be accepted by the Charities Commission.

It was agreed that the constitution needs to include a clause regarding actions if the committee was to fold to protect the community use of the room, possibly reverting the management of the room jointly to the school and Parish Council.

It was agreed the Clerk would contact David Grainger for advice on this matter.

Policies

It was noted the CIO will require a raft of policies including safeguarding.

It was agreed the Clerk would list the policies retained by the Barbour Institute and that these would be compared with school policies.

Insurance

It was agreed that school business manager would contact the school's insurance provider to see if cover can be extended to cover the CIO and the cost.

The cost could then be included with the service charges for the room.

It was noted that the committee will need to obtain the necessary licences to play music etc.

Intruder Alarm

The cost for separating the alarm is still to be obtained. It was noted there is no need to separate the fire alarm.

Funding

It was noted some start-up funding will be required to establish the CIO including to separate the alarm, it was noted some funding may be available through CW&C and members' budgets.

Risk Assessment

It was noted that a risk assessment will be required for the room and also that the reputation risk to the school of the use of the community room will need to be addressed.

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Holiday Club

The group agreed that priority be given to having a holiday club in the room during the summer holiday.

It was noted that any company appointed to provide the club should take childcare vouchers.

It was agreed to contact CW&C to provide a list of possible providers.

NEXT STEPS

Covered in above agenda item.

NEXT MEETING

Wednesday 22nd May 2019 at 6.30pm

Tattenhall Park Primary School.

Ann Wright 20/03/2019