



## *Friends of Ramsbottom Civic Hall*

**Meeting at the Civic Hall on 3<sup>rd</sup> April 2024 at 7pm**

### **Minutes**

		Action
<b>1.</b>	<b>Attendance and Apologies</b>	
	Present: Eddie Jones, Janet Smith, David Catterall (Bury Council's Head of Commercial Services), Helen Tomlinson (Bury VCFA's Chief Officer), Julie Cornall, John Leyland, Tony McDermot, Bill Fildes, Chris Hill, Cath Harrop, Mark Griffiths, Chris Shannon, Cllr Gareth Staples-Jones, David McCarthy, Sara McNulty (Hall Manager)	
	Apologies: Steve Treadgold, Stuart Rothwell, Nick Hitchen, Dorothy Gunther	
<b>2.</b>	<b>Introduction</b> – Eddie Jones, with progress to date  <b>Documents circulated at meeting</b> (i) Agenda with organisational suggestion by Mark Griffiths. (ii) <i>Bury VCFA's Factsheet 18</i> (iii) <i>NCVO Trustee Skills Audit Template and Board Exercise</i> (iv) <i>Small Charity Constitution</i> (Charity Commission 2017)	
<b>3.</b>	<b>FORCH Governance and Volunteer Support Team</b> Invited to discuss his organizational suggestions, Mark G introduced his work on the suggested governance model. Roles and responsibilities should include not only Chair, Secretary and Treasurer but persons with responsibilities for eg marketing, bookings. The governance model should be split out into different groups.  The addition of a volunteer co-ordinator was suggested and steps towards appointment suggested. Mark will redraft his proposed team structure with roles, responsibilities and skills required and this will be circulated for consideration at next meeting.  <i>(Volunteer Support Team - Comment after the meeting: At previous meetings there has been a good response to the idea of volunteering to help Hall staff with the work that is needed to support bookings etc. Does this enthusiasm need to be followed up now? Potential volunteers' contact details are available for FORCH to send a message asking for help, perhaps inviting them to a "Hall Garden Task Day" – ground conditions permitting!)</i>  Helen Tomlinson (Chief Officer Bury VCFA) explained that her organization is completely separate from Bury Council. She offered support and advice	MG, JS

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	<p>to FORCH for matters including volunteers, fundraising and governance (with information re responsibilities of being a director).</p> <p><u>What is the hierarchy as regards decisions on governance?</u> All responsibility is still on Bury Council for Hall governance. Bury Council's 2024/5 budget commits to at least one year's funding to operate the Hall as it is at present, allowing time for FORCH to prepare to take on more control.</p> <p>It was decided that the following two documents should be reviewed: <i>FORCH/Bury Council Partnership Agreement (2010)</i> has been productive and allows for FORCH to receive financial information about the Hall. In the light of the potential changes in governance, it may need to be more than a "gentlemen's agreement". Eddie will digitise a copy.</p> <p>Sarah Horan to be contacted</p> <p><i>FORCH Constitution (June 2007)</i> Participants in the review, including Helen, to receive a copy who will look for statements about how FORCH serves the community re obtaining funding in the future.</p> <p><b>Background information re FORCH</b> <u>Companies House</u>: Since 2010, as the Friends of Ramsbottom Civic Hall, the group has been incorporated as a company limited by guarantee. Information is available online.</p> <p><u>Charitable Status</u> FORCH had investigated this option with a view to accessing a greater number of potential funders but our group did not qualify.</p> <p><b>Skills audit</b> Helen undertook to make available digital copies of documents ii and iii (listed above) to be forwarded to all attendees of this meeting. It was suggested that the skills audit template (among the documents) be circulated online with responses being coordinated by Cath and Julie.</p> <p>Results and products of the audit to be discussed, exploring: a) the volunteer skills available re support team for Hall activities and events and b) skills relevant to a decision on a governance model</p> <p>Some details of the kind of volunteer support were mentioned by those attending the meeting eg time was offered for helping with events.</p>	<p>EJ, FORCH committee, Bury Council, HT</p> <p>G S-J,</p> <p>HT, JS</p>
4.	<p><b>Communication</b> David Mcarthy and John Leyland participated in a general discussion on available ways of maintaining contact within members of the group including a closed Facebook, What's App and Teams. There were mixed</p>	

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	<p>levels of awareness in the group but a general approval to begin a What's App model and the arrangements needed for this.</p> <p>David M undertook to verify the pros and cons of the ways which were suggested and to recommend options to be agreed and to further advise on the consideration of data management.</p> <p>Although David is not able to attend the next meeting, the agenda will include an item for his suggestions to be brought forward.</p> <p><u>What's App</u> to start being used to communicate on eg meeting invitations, requests for volunteer support for Hall activities and events, not for eg committee meeting minutes.</p> <p>The acknowledged pressure on Janet in circulating information was voiced and it is intended that the agreed models should address this.</p>	<p>DM</p> <p>EJ, JS</p>
5.	<p><b>AOB</b></p> <p>Re request for funding from FORCH to help with immediate issues at the Hall: FORCH's treasurer was unable to be present at this meeting. He will be asked to help with information on the group's ability to provide such funding.</p>	EJ, JS
6.	<b>Date and time of next meeting - agreed for Wednesday 24th April, 2024 at 7pm.</b>	