

The Pilton Village Trust Meeting Notes

Trustee Meeting

08 April 2024 - 18:30 @ Perridge Room, PVH

Attendees: Terrance Moulder, Audrey Brown, Kelly Sumner, Tracey Mapstone, Michael Nyblon, John Broxup, Alan Ayres, Joanna Thoms.

1. Apologies: Carrie Hemmings, Rob Hargrave, Nicole Parkes, Joseph Marcangelo Lyons

2. Declarations and Conflicts of Interest: None

3. Minutes from last month's meeting: Approved

4. Accounts

- Trust Accounts from last year – queries were raised at the AGM and proposed changes from MN have been implemented
- Kelly Sumner proposed accepting the amended 2023 accounts. John Broxup seconded.
- Unanimous vote of the Trustees present to accept the amended 2023 accounts and submit them to the Charity Commission
- Co-op obliged to give the Trust 1% for the Co-op own branded goods. They have sent a cheque for £2,178 without a breakdown of the stock sold. This is less than last year.
- Trust agreed to as Treasurer to ask for a break down. Seems unlikely that this figure is correct on basis that GFEL negotiated with Co-Op to stock more own branded goods at the festival shop.

5. Pilton Club • Club Accounts for last year are with Michael Eavis to sign off

6. 200 Club **April Draw:**

1st – John Broxup (Returned)

2nd – Jo Thoms (Returned)

3rd – Susan Green

7. Reports from Sub-Committees

a. Legal

- **Draft revised contract-** circulated to Trustees for comment before the meeting.
- This will be given to PWMC Ltd to consider before any tender is issued.
- Audrey Brown proposed writing to the director and members of PWMC Ltd to explain the process and request expressions of interest before any tender is issued. Seconded by Kelly Sumner
- Unanimous vote to do so (Terry Moulder abstained on basis that he is a member)
- Joanna Thoms will draft letters to these individuals.

- **Corporate policies and procedures** - required by the Trust are needed to include in the contract / tender
- Joanna Thoms to prepare a draft of these.
- **Non-Disclosure Agreement** - required to be signed by any tenderers before any information is provided to them.
- Joanna Thoms to prepare a draft
- Process for issuing tender discussed. To commence after the above steps.
- Kelly Sumner will prepare a bundle of relevant documents to be included in a tender
- **Steering Group for Tender** - Proposal from Terry to have a steering group for running the tender process. Terry proposed Joana Thoms and John Broxup as the members for that steering group. Seconded by Kelly Sumner.
- Unanimous vote from all Trustees present to agree this proposal.

b. Maintenance

- **Carpentry Works:** Quote from DP Carpentry for necessary carpentry work identified as required in March maintenance review
- Unanimous vote to proceed with instruction to DP Carpentry
- Alan Ayres will instruct this work.
- **Emergency lighting** - to be checked if working properly.
- RJ House knows and propose checking them.
- Unanimous vote to instruct RJ House to survey and correct any defective issues.
- Kelly Sumner to instruct RJ House.
- **Mould** – cause to be investigated when the scaffold goes up for the windows at the beginning of May.
- **Stair lift** – Jane of PWNC Ltd to investigate the cause of issues.
- **Double doors to Winding Lake (top of stairs)-** Top of door is split. Add to DP Carpentry list. Alan Ayres to action.
- **Rodents** – Alan Ayres has carried out works to prevent access to the cellar. Other access issue is already on DP Carpentry list.
- **Window Repairs** – Additional window which requires repair has been identified (rot on window in link building).
- This will be added to the window refurbishment project. There will be an additional scaffolding cost to allow access over the Co-Op.
- Kelly Sumner to instruct this work.

c. Pilton Players:

- Storage of Pilton Players' staging in the 1st floor storage room following clear out and creation of additional space by Trustees.
- Joanna Thoms to amend permission letter.

8. AOB

- **New locks** have been installed on 1st floor store room. Keys have been distributed as follows:
- (1) Chairman (Terry Moulder), (2) Jane (PWMC Ltd), (3) marked and put in the safe
- **Register of Keys** required
- Terry Moulder will prepare a register.
- **Broken dishwasher** – this belongs to the Trust. Trust agrees to replace dishwasher.
- **Risk register** - Michael Nyblom to review
- **Next meeting** - 13 May 6.30pm