

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

MINUTES OF THE 'KIRKBY MALZEARD AND DISTRICT COMMUNITY ASSOCIATION' COMMITTEE MEETING HELD ON 04 APRIL 2019 IN THE PAVILION, HIGHSIDE PLAYING FIELDS, KIRKBY MALZEARD.

The meeting commenced at 7.40pm

Committee members present: Cllr Peter Saxon (Chair), Cllr Jane Aksut, Cllr Howard Mountain, John Collins (Mechanics Institute Village Hall), Marlon Johnson (Highside Playing Fields Association), Hilary Cookson (St Andrew's Church), Sam Carson (Kirkby Malzeard Pre-School).

The meeting was also attended by Andy Ryland of Community First Yorkshire and five members of the public.

1. Welcome and Apologies for absence.

The Chair welcomed everyone to the meeting. Apologies were accepted from Anne Watt (School) with Cllr Aksut representing the School on her behalf for the purpose of this meeting, from Cllr Berry and from Ruth Verity (Chapel) who had provided a written statement of her views which was read out to the meeting.

2. Approve the Minutes of the previous meeting.

The Minutes of the meeting held on January 17, 2019 were approved and signed as such by the Chair.

3. Consider the key conclusions of the Working Party meeting March 7, 2019.

The key conclusions were:

- a) That a Community Association, on a Charitable Incorporated Organisation basis, will be formed by village organisations, as soon as practical.
- b) The trustees will comprise representatives from MIVH and HPFA, together with the School, Church, Chapel, Pre-School and Parish Council. Other local organisations/groups would be invited to join on an 'affiliated' basis.
- c) There would not be any financial commitment from any group at this stage and it is probable that only a subscription would be sought from anyone (including School, Pre

School, Church and Chapel) other than the MIVH and HPFA, because of their financial structures. Parish Council funding, provided from the Local Organisation Grants, would be used initially to create the CA.

- d) At first both MIVH and HPFA would continue to function independently but, all things being equal, and subject to the approval of their members, would look to merge into the CA within 'a year or two'.
- e) Once formed the CA would apply for a Lottery grant (rather than the MIVH re-applying following the unsuccessful application last year) and if the application was successful, a part-time Community Co-Ordinator would be employed on behalf of the CA, using part of the grant.
- f) Provision for the CA to be able to purchase property on behalf of the community, if that ever became necessary, would be made within its Constitution.

Representatives of the School, Church and Pre-School agreed with these proposals and the written statement from the Chapel representative also gave support to the proposals (which had been circulated prior to the meeting). All representatives of these organisations wished it noted that clarification was required on the amount of the annual subscription payable, before they could formally commit to it and assurance was given that a) it would not be substantial and b) any decision by the trustees as to the level of the subscription would take their views into account.

It was clarified that the MIVH and HPFA would also pay an annual subscription until such time as they merged their assets into the CA, after which that requirement would cease. Any initial costs in creating the CA were to be covered by the £500 grant sums recently provided to each of the MIVH and HPFA under the Parish Council Local Organisation Grants for 2018-19.

4. Approve recommending the creation of a Community Association for Kirkby Malzeard and District, in the form of a Charitable Incorporated Organisation, either on an 'Association' or 'Foundation' model.

It was agreed that the Committee should recommend to the Council that it was in the interests of the community to proceed with forming a CA and that, after a general discussion, as the 'Association' model was designed to give members rights and powers as well as the trustees, that this would be more appropriate than the 'Foundation' model.

5. Advice from Community First Yorkshire on the creation of the Constitution and registering the CA with the Charity Commissioners.

- a) Charitable Purposes: CFY advised that from the 13 recognised charitable purposes approved by the Charity Commissioners the most appropriate purposes for the CA would be in respect of i) education ii) amateur sport and iii) any other charitable purposes. As there is a model Constitution available on the Government website for Association CIO's this should be used as the basis for the KM and District CA in order to avoid any undue issues with the Charity Commissioners.

With regard to specific wording concerning our Charitable Purposes, a draft wording was agreed based on the Charitable Purposes noted above together with wording presently used by the MIVH and HPFA and also by other Community Associations currently registered with the Charity Commissioners. CFY specifically advised the amateur nature of the sports be stressed and that only recognised sports be referred to i.e. not Quoits as it does not have a national governing body.

- b) That the CA initially select three trustees with a view to selecting others once created.

It was agreed that John Collins (MIVH), Marlon Johnson (HPFA) and Howard Mountain (Parish Council) would be named as trustees.

- c) That it would be beneficial to speed up the registration process if a Bank Account was formed in the name of the CA.

It was agreed that the three trustees would make arrangements to open an Account and that Barclays Bank would be approached initially.

- d) That the Registration document be forwarded to the other trustees and CFY for comments before submission.

It was agreed that Cllr Mountain would complete the registration document in draft.

All the above actions would be recommended to the Parish Council for approval at the next Council meeting.

6. Consider upgrading the Kirkby Malzeard Area Guide community website under the CA and recommend approval of funding.

It is proposed that the existing BT Community Kit website created and managed by Howard Mountain since 2016 be re-launched in due course, on behalf of the CA, following upgrading to be carried out by 'Visio Soft' (a website design and management company run by Garip Aksut of Kirkby Malzeard), who have kindly agreed to carry out the initial upgrade free of charge. On an on-going annual basis there would however, be a maintenance charge to include the fee for the domain name etc, of £225. It was agreed by the committee that they would recommend to the Parish Council that this charge be met by the CA and that any Co-ordinator employed by the CA should be involved with the day-to-day management of the website along with volunteers.

7. Date of next meeting.

No arrangements were made at this time for the next meeting. A proposed date would be circulated to committee members once the Charity had been successfully registered with the Charity Commission, or any other matter arose necessitating a meeting.

The meeting ended at 8.45pm

Dated 10.04.2019

The Minutes were taken by Cllr Mountain in the absence of the Parish Clerk.

PARISH CLERK Jen Hurford, Holmes Cottage, High Walk, Kirkby Malzeard HG4 3RY (Postal enquiries only) Tel: 01765 650363 Email: clerk.kmldpc@outlook.com Agendas/Minutes, along with General Privacy Notice, also available on the Parish Council website www.kmldpc.btck.co.uk Facebook: @kmldpc