



Oundle Town Council

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ON BEHALF OF THE QUEEN VICTORIA HALL TRUST

The minutes of a meeting of the Trustees of the Queen Victoria Hall Trust held on Tuesday 21st September at 7.00pm in the Oundle Suite.

Present: Cllrs D Chapple, I Clark, P Davis, L Holland, J Hutton, L Jones, R Reichhold and V Chesser.

Minutes: Emma Baker

Present: 2 members of OATS

21.06. Apologies for Absence

Apologies were received from Cllr Fuller and Cllr King

21.07. Minutes of the Previous Meetings

21.07.01 RESOLUTION: 'To approve and sign the minutes of the meeting of the Trustees held on 15th June 2021.

The minutes were approved.

Proposed: Cllr Chesser **Seconded:** Cllr Holland **Resolved:** All in favour

21.08. Accounts and Financial Matters

21.08.01. To approve the accounts for June, July and August 2021

The accounts were approved.

Proposed: Cllr Hutton **Seconded:** Cllr Clark **Resolved:** All in favour

21.08.02. Payments for June, July and August 2021

RESOLUTION: 'That the monthly expenditure for June, July are retrospectively approved and August as presented at this item are paid.

Proposed: Cllr Jones **Seconded:** Cllr Chapple **Resolved:** All in favour

21.08.03. To receive the submission to the Charities Commission for the year ended 31st March 2021.

The submission to the Charities Commission for the year ended 31st March 2021 was received.

21.08.04. To receive the internal control check for the QVH Trust and to consider any actions.

The internal control check was received and it was agreed that the item regarding cash handling be removed. It was also agreed that the Verification Officers have view only access of the bank accounts.

21.09. To receive an update from the meeting held with OATS and G&S and to agree any actions.

It was agreed that the risk assessment would be amended to show 100% capacity for performances in the QVH but doors would need to remain open for ventilation and masks would need to be worn. The risk assessment would be reviewed on a regular basis and may change if required.

21.10. Any Other Relevant Matters for Report Only

There were none.

The meeting closed at 7. 15pm.

Signed'.......... Dated.....16/11/21.....