



# Minutes

<b>Board of Trustees Meeting</b>																					
<b>Date and Time:</b> 18.05.11 at 12.45pm	<b>Venue:</b> The Park Inn, Palace Hotel																				
<b>Attendees</b>	<table border="0"> <tr> <td>Franklin Hartle</td> <td>Chair</td> </tr> <tr> <td>Sandra Roberts</td> <td>Southend Education Trust</td> </tr> <tr> <td>Angela Hutchinson</td> <td>Bournemouth Park Primary School</td> </tr> <tr> <td>Marianne Turner</td> <td>Blenheim Primary School</td> </tr> <tr> <td>Cheryl Woolf</td> <td>West Leigh Junior School</td> </tr> <tr> <td>Jane Theadom</td> <td>Local Authority</td> </tr> <tr> <td>Robin Bevan</td> <td>Southend High School for Boys</td> </tr> <tr> <td>Bob Knight</td> <td>Darlinghurst Primary</td> </tr> <tr> <td>Ashley Eastwood</td> <td>Thorpe Greenway Juniors</td> </tr> <tr> <td>Margaret Rimmer</td> <td>Kingsdown School</td> </tr> </table>	Franklin Hartle	Chair	Sandra Roberts	Southend Education Trust	Angela Hutchinson	Bournemouth Park Primary School	Marianne Turner	Blenheim Primary School	Cheryl Woolf	West Leigh Junior School	Jane Theadom	Local Authority	Robin Bevan	Southend High School for Boys	Bob Knight	Darlinghurst Primary	Ashley Eastwood	Thorpe Greenway Juniors	Margaret Rimmer	Kingsdown School
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<b>Note taker</b>	Sherrie Miles																				
<b>1. Welcome and Apologies</b>																					
Apologies were received from David Osborn and Colette Bailey. FH welcomed and thanked all for attending the extra-ordinary meeting confirming the purpose was to ratify recommendations in relation to the purchase of the Chapel in Shoebury.																					
Action Items	Person Responsible																				
<b>2. Notes of Previous Meeting</b>																					
The notes of the previous meeting dated 18 <sup>th</sup> March 2011 were agreed and signed by the Chair.																					
Action Items	Person Responsible																				
Signed and file	<b>CH</b>																				
<b>3. Matters Arising</b>																					
No matters arising.																					
Action Items	Person Responsible																				
<b>4. Ratify recommendations in relation to The Chapel</b>																					
<p>FH confirmed that due to the previous meeting not being quorate a decision could not be made with regards to the purchase of new premises. The 7 Board members in attendance on 10 May discounted the business premises on the Garrison Estate and unanimously agreed to go ahead with the purchase of the Chapel. The 4 trustees who were not present at the previous meeting voted and it was agreed to move forward with the purchase of the Chapel.</p> <p>The following points were discussed:</p> <ul style="list-style-type: none"> <li>VAT – legal advice is to be sought with regards to paying VAT. It was agreed that the sale should still go ahead if VAT needs to be paid.</li> <li>Option of a school purchasing the Chapel to ensure VAT does not have to be paid. It was agreed this could</li> </ul>																					



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be an option but legal advice should be sought in the first instance.

- The Chapel is currently D1 (charitable/community) listed and as such, could enable SET to fulfil its objectives. It is possible that a change of use could be applied for in the future.
- Professional advice needs to be sought with regards to renovations. It was suggested Rob Neobold, who was responsible for the Chapel renovations in North Road, be approached.

It was suggested that a sub group should be formed whose sole responsibility would be to move forward the Chapel purchase and renovation. It was agreed that SR, FH, BK and AE would form this group and they would make decisions on behalf of all trustees.

N.B later during the Partnership meeting it was agreed to co-opt Viv Stevens to this subgroup.

Action Items	Person Responsible
Move forward with purchase of Chapel	<b>SR, FH, BK &amp; AE</b>

## 5. Any other business

The Board asked of there was a possibility of SET using the North Road Chapel as a base for the next 6-12 months whilst the sale of the Chapel in Shoebury is finalised and renovations take place. SR agreed to explore this possibility with SAVS. If SAVS agree and the rental cost is cheaper than the Civic Centre there is no need to bring back to the board.

Action Items	Person Responsible
Explore possibility of renting North Road Chapel	<b>SR</b>

## 6. Date of next meeting

Tuesday 19<sup>th</sup> July 2011 – 1.15pm (venue to be confirmed).

Action Items	Person Responsible

**Meeting closed at 1.20pm**

Agreed \_\_\_\_\_

Date \_\_\_\_\_