SAW, PA, JB, TT

## List of things we will need before proceeding in earnest:

* Recent building survey - *Things we know about: Boiler, Toilets, Decoration,*
* Current statement of Accounts including any grants – *what impact might OTC close involvement have on current grants and grants in progress*
* Copy of the current governing documents – *We know that these will need to be updated to reflect the current ambitions of the trustees*
* Current long-term leases – *Barclays? Shop? Etc.*

## Becoming a controlling Trustee

*Our current understanding is that for us to protect the reputation of OTC and any financial investment, OTC, as a body, will need to become a controlling Trustee. We are not aware of any other mechanism.*

For Oakham Town Council to become a controlling trustee for Victoria Hall, we need to follow a specific process. The general steps involved are:

1. **Review the Governing Document**: The council should review the governing document of Victoria Hall to understand the current structure and rules regarding trusteeship. This document will outline how trustees are appointed and any specific requirements or restrictions.   
   *We know that this requires updating as it refers to agricultural matters*
2. **Engage with Current Trustees**: The council should engage with the current trustees of Victoria Hall to discuss the possibility of becoming a controlling trustee.   
   *This will involve negotiations and agreements on the roles and responsibilities.*
3. **Legal and Regulatory Compliance**: Ensure that all actions comply with the Charity Commission’s regulations and any other relevant legal requirements.   
   [*This will include updating the charity’s registration details to reflect the new trusteeship arrangement*](https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/220946/trustees)*.*
4. **Formal Appointment**: The council would need to be formally appointed as trustees.   
   [*This could involve a vote by the current trustees or a formal application process, depending on the governing document’s stipulations*](https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/220946/trustees)*.*
5. **Ongoing Management**: Once appointed, the council would need to manage the charity in accordance with its objectives and legal requirements.   
   *We could consider nominating an OTC councillor to attend VH trustee meetings as we have expertise in organising ‘Town’ events and are in negotiation with RCC about rejuvenating the Town Centre.*  
   [*Additional regular meetings, financial oversight, and ensuring the charity’s activities align with its mission*](https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/220946/trustees)*.*

## If we were to move in, under what terms and where.