A logo for a village hall

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Committee Meeting Minutes

8 April 2024

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| **Name** | **Position** | **Initials** |
| Peter Gieler | Trustee/Acting Chair | PG |
| Jasper McGuire | Acting Secretary | JM |
| Roland Wales | Treasurer | RW |
| Diana Gibbons | Trustee/Valley Players | DG |
| Sam Morrison | Trustee | SM |
| Andrew Flint | HAGA | AF |
| Bev Beverage | Conservation Group | BB |
| Paul Cooper | Art Group | PC |
| Richard Adams | Resident | RA |

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| **Item** | **Minutes** | **Owner** |
| Welcome | Meeting opened at 8:00pm by PG | PG |
| Appologies | Lisa Thyer-Jones (LTJ)  Angus Idle (AI)  Dave Hilling (DH)  Graham Card (GC)  Louise Jones (LJ) | JM |
| Record of the minutes from the last committee meeting | Previous minutes were accepted | JM |
| Leading news | Sad news that Daphne Hicks passed away on Wednesday 3rd April. | All |
| Election of Officers | JM has agreed to take over responsibilities as Secretary. He met with Clive Webb who will support with the hand over.  Deborah Putnam has volunteered in helping with treasurer duty as discussed at the Trustees meeting.  RW made the point he is not stepping down yet, but it is in with succession planning in mind.  There is a potential conflict of interest as is she is also treasurer for the Village Shop – RW will reserve judgement on this until after having met up with her.  We are still looking for a chairman – PG says prepared to stand in as Chair until the AGM at the end of the yea. All agreed there is no way we can take over Michael Sole and his knowledge and experience. | PG |
| Carpark resurfacing | Despite all e-mails and telephone calls to the company there was no reply, no documentation, no forms completed, no terms.  There was a long delay after meeting them for PG to receive a decision on that Bob and Graham did not want to proceed.  Graham has identified 3 companies asking for bids, and the letter states the bids have to be in by Friday 13th April. Once ready it will need to be decided by Bob and Graham.  It must be advertised that heavy vehicles cannot use the car park from the Wednesday through to Sunday. Pedestrian access should be possible on the weekend.  The shop had made the decision to close during the resurfacing. This was discussed and seemed unnecessary as pedestrian access is still possible.  Resurfacing needs to be reorganised promptly as we may lose the finance because the grants are valid until June 2024 | PG |
| Shop gazebos | Concrete pads were decided as not needed for the gazebos by the current company, but this may not be the case for a new contract. However, the fixings would need to be different as the current ones are not right. | LJ |
| Gentleman’s toilet urinal | Plan is to replace the current metal unit; however the current quote seems very low considering the cost of buying the unit outright.  All agreed to proceed regardless. | BB |
| Playground | BB to meet with LTJ to assist with processing the order for the new playground equipment.  BB has been chased by the Rotary Club who are donating £2000 from the swings, and will contact them to send it. | LTJ |
| Health & Safety | This is owned by the Trustees, and we are getting this done.  T&C are being updated, e.g. it is the hirer’s responsibility to PAT test and prove testing of their equipment. It was noted that our PAT test is done yearly and is combined with the shop.  A professional company has been asked to conduct a Fire Risk Assessment. PG has written to shop and football club about fire risk assessment and legionella. Football club has responded that they don’t have one, and Pat will help them. BB is authorised and willing to test.  First Aid Kits to be added to the Master Plan map by Jason Wood.  All ladders have been locked in the Garage and can only be obtained by written request to Bob. BB asked if Bob is authorised and qualified to give the ladder, and it was deemed he was. Valley Players have been sent safe ladder usage.  The attic has been inspected and is having “yellow tape”. Clothing stored in the attic has to be sprayed with anti-combustible fluid.  Curtains need to be dry cleaned and sprayed – DG will handle this.    We need a qualified electrician to review and make safe the spotlights – PG has contacted Turner Electronics across the road to get a quote. We will also need 2 other quotes. | PG |
| Shop outside tables | It was noted that the “dangerous table” still has not been removed. LJ was not present to discuss plans.  It was also noted there is another table that needs considering for removal as it rocks from side to side. | LJ |
| Key safe | The new Key Safe is in place and we have had good feedback from Natalie about its usage.  PG will discuss with Natalie the cadence of changing the combination code, which should be recorded/audited.  It was noted that Natalie should be invited to a committee meeting - PG to invite. | PG |
| Michael’s departing present | BB has progressed this and continues to own it. The committee approved of the progress. | BB |
| Electricity | A full electrical test needs to be done as its 5 years since the last one. BB will talk with Bob to organise one.  BB also asked: Can we ask him to run power to the other side of the carpark? SM has discussed this with Bob, and it has to be armoured – it may be cheaper and easier to run one around the shop. We may or may not have time for this due to are logistical as well as finance problems. | BB |
| Booking Secretary’s report | “March was a good month with lots of birthday parties and celebrations as well as local events such as the Valley Players Murder Mystery night. We had a lull in bookings for the last weekend due to Easter, but I’ve had lots of enquiries and bookings for April and May. The new key safes are working well and I’m finding it a smooth transition from the other arrangements before. I also have been doing a few viewings of the hall for future bookings which have been well received.” | PG |
| Trustees meeting | See attached Trustees meeting minutes in the addendum of this document.  The Trustees have asked MS to become a consultant to the trustees because he has extensive knowledge on the activities of the committee and trustees. |  |
| Treasurer report | See attached Income & Expenditure the addendum of this document.  **2022/23 Accounts**  Have been approved by Darren Blundy, the auditor, the only change was with the recording of the Castle Water over payment in 2021/2. Rather than attempt to correct 2021/2 accounts, the over payment has been treated as income for 2022/3 raising the years’ profit from £18,700 to £21,800.  **Income – 2023/4**  Hall Hire - in March was on the year’s monthly average of £6.000.  **Other**  In addition, the Gold (Reserve account) yielded another quarters’ interest payment of over £500 bringing the financial year total to £1,038  **Debtors**  I am pleased to report that the shop has settled the outstanding invoices I referred to the previous meeting.  **Expenditure**  As you can see, the month’s outgoings were much the same as previous months.  **Administration**  Bank access - As agreed at the January meeting I have attempted to get Steve & Sam registered with the bank so they can take over the Authorisation of payments, from Michael.  Unfortunately, there has been a bit of a problem in that Sam hasn’t been able to log in to the account and also the bank seems to have stopped sending e-mail reminders that there are messages that need attention. Michael and I are working on resolving the problem this week.  Fortunately, Natalie, the bookings secretary now has partial access to the Bank account. This enables her to keep track of Hirers payments.  Also noted at the meeting –  Regular hirers are paying on time thanks to reminders from Natalie.  Once we have a working procedure in place we will take Michael Sole off the process. | RW |
| IT and digital presence | We appreciate the work Kerry used to do with the website, Facebook and other sites. LTJ has managed to continue to perform some aspects, e.g. Carpark Cancellation  RA is willing to take IT on and will speak to Kerry and LTJ. | RA |
| Getting groups involved | How do we get the groups who do and don’t use the Village Hall facility.  BB asked how we get groups such as the Climate and Conservation groups more involved with the VH activities. | BB |
| Local water pollution | BB raised the issue of current water pollution, and the testing kit costs £200. There has been no real response from the Parish Council.  BB would like to propose the VHC to give maximum £200 for the cost of the kit – all agreed. | BB |
| AOB | AF: The VH mics have gone missing – BB and AF will look for them.  PC: Fire Alarm system has been commissioned and PC hasn’t heard about how it works, and BB updated him.  PC: Defibrillator - is Bob checking on a regular bases? Yes  Accounts e-mail address does not work – RA to investigate and fix.  JM: LJ has reminded regarding the minutes from January – JM will work with PG to add them to the previous minutes as requested, and these will need to be reapproved by the Committee | PG |
| Meeting closure | The end of the meeting was called by PG at 9:33pm | PG |
| Next meeting | Monday 13th May at 8pm in the Village Hall Committee Room | JM |

# Addendum

*Embedded documents may require full Microsoft Word to open them.*

## Trustees Meeting Minutes – 2nd April 2024



## Treasurers Report

