

## **DRAFT Village Hall Committee Minutes (Charity No 305236)**

**Meeting held in Village Hall on 21<sup>st</sup> March 2022 (to be approved at next meeting)**

**Present: Trustees:** Sally Blyfield, Paul James, Liz Thomson, Tracey Boorman

**Also Present:** Jane Griffiths (Manager), Sandra Richards (Bookkeeper) & Rachel Lewis (PC Representative)

**Apologies:** Lindsay Newton-Palmer (Trustee)

1. **Minutes of Previous meeting** - 29<sup>th</sup> January 2022– minutes were accepted with an amendment to replace fridge/freezer with fridge only.
2. **Administration**
  - i. Review of fees for local village events – JG presented a proposal for the fees to be charged for specific village events and these were accepted.
  - ii. Washroom contract renewal
    1. The current supply PHS had issued a credit note as they did not visit in January. SR thanked JG for pursuing this.
    2. The contract is due for renewal later this year. JG presented three quotes and it was agreed, in principle, to go with Direct 365 on a one year contract but **JG** would need to clarify certain issues in their quote. **JG** to confirm who replaces the towels in the washrooms as it has not been included in the quotation.
  - iii. Storage
    1. Kitchen
      - a. JG has written to TN22 Club about the storage in the metal cabinet and they have acknowledged this and will come back with an answer.
      - b. PJ is very concerned about the cupboards above the serving hatch as they are a Health and Safety hazard due to the potential of items dropping out and falling on someone. It was agreed that **ET and TB** would visit on a Wednesday when TN22 Club were attending and discuss directly how and what storage is being used so that a plan could be drawn up to improve the situation.
      - c. Random items in cupboards – SB asked that, when they visit, that they also discuss with TN22 whether the assorted mugs, glasses and other items in the cupboards above the freezer were actually used. If not, then suggested that they are taken out and disposed of so that the cupboards can be used for other cutlery items.
      - d. Fridge and Freezer – JG has taken measurements of the existing fridge and will look at options to purchase a fridge/freezer with the same dimensions which, in turn, will allow the freezer only to be removed by TN22 Club (who own it) to free up space in the kitchen.

## 2. Storage Other

- a. Storage under the stage to be considered again if some kind of platform/trolley could be used to keep items from getting damp and making them easy to access.
- iv. Promotion of the Hall – SR explained that, at the moment, the National Lottery grants were covering the costs of the Manager and Caretaker but, at the end of the financial year, the Hall itself would have to be making enough revenue to cover these costs and therefore an increase in Hiring Income was needed. Everyone agreed that the best way to increase the Hiring Income was to increase the use of the Hall for parties – especially at the weekends.
  - 1. Parish Magazine Advert –
    - a. the current advert is very old and not very eye-catching. ET said that she had a friend who was an illustrator and could approach her to see if something could be done to make it more appealing.
    - b. It was agreed that the Hall rates should be included in the advertisement to encourage users of the Hall.
  - 2. Website – JG has managed to access the current website and is able to add certain updates etc – however, further items need to be added (e.g. list of Trustees, Constitution, Minutes, etc) and it may be necessary for a re-design. ET also knows someone who may be able to help with this and will approach them to find out what they can do and what they would charge.

## 3. Maintenance & Identified Improvements

- a. Roofing – The independent surveyor had attended the Hall on 15<sup>th</sup> March but , unfortunately, he had an accident on site and therefore the report has been delayed. PJ was in attendance when this happened and has reported this in the Accident Book. JG was asked to inform the insurance company for their information only.
- b. Additional electrical requirements
  - i. PJ has received a quotation for improving the emergency lighting and will forward this but the work is necessary and therefore it was approved.
  - ii. The electrician is working on trying to find a solution to the problems of the heating controls to make it simpler for the Hall users and to minimise the problems of having the heating left on and/or at very high temperatures and therefore the work on the individual spurs is on hold at the moment.
  - iii. PJ will check further about the tubular heater in the smallest toilet.
- c. **Chairs** – JG had arranged for a lighter (aluminium) sample chair to be delivered and everyone agreed that it was significantly lighter and easier to stack than the existing chairs. However, SR explained that there were only limited NL funds remaining and therefore the choice was between replacing the new chairs versus new doors (see below). After discussion, and with very many thanks to JG for all of her work on sourcing the new chairs, it was decided NOT to go ahead with the replacement of the chairs as the existing ones are still in acceptable condition and it was felt that the doors were more important.
- d. **Blinds** – it was decided that new blinds were not necessary at this stage as it would be purely for cosmetic reasons as the existing blinds work.

- e. **New Doors** – It was agreed that the priority should be the replacement of the doors in the main hall (and if there was sufficient budget then the Committee Room) as the existing doors created draughts and a door with a dropped edge would improve the disabled access. **PJ** to get confirmed quotations for the new doors.
- f. **Kitchen Deep Clean** – JG reported that she would like to get the storage situation in the kitchen resolved first as, at the moment, with so many boxes around the floor, it was difficult for any cleaners to do this. JG explained that she had already contacted TN22 about emptying the metal storage cupboard under the hatch for VH equipment to be stored. The cooker did not need to be cleaned at the moment and therefore she will ask Carmen to do the deep clean as additional hours.
- g. **Concrete Disabled Slope** – this will be discussed again once the new door specifications with drop sill are understood.
- h. **Upgrading the Committee Room** – it was agreed that this was now a lower priority as the old chairs would still have to be stored there. In addition, to offer it as a meeting room for small business users would normally mean that coffee, tea & biscuits should be offered which would be difficult. Therefore, it was agreed that the room should be repainted and maybe at a later date other improvements could be made if necessary.
- i. **Storage Container** – not necessary at this stage.

#### 4. Finance Review

- a. **Confirm 21-22 Accounts** – SB confirmed that she had signed the accounts and **SR** will now post them on the Charity Commission website.
- b. **Review accounts to date** – SR presented the accounts to date and explained that the electricity costs now appeared to be in line with the forecasted figures. The agreement with the current supplier is for 2 years so should not increase substantially in April or October as the market increased. SR also presented the current and future allocation of the grant expenditure. She will make the dates on the interim accounts easier to understand for future meetings.

#### 5. Governance

- a. **Amendments to the Constitution** – SB had circulated the amendments to the constitution which were accepted and **SB** will now update the Charity Commission with the new constitution and check whether anything else is required to make the changes.
- b. **Adding charity info to website** – already discussed above
- c. **S106 Planning proposal** – SB has been informed that Stacey Robbins will be attending the next PC meeting to explain the issue of the revised outline planning permission and the S106 requirement. PJ explained that he thought that SB had a conflict of interest by being both a PC member as well as the Chair of the VHC and therefore it was agreed that PJ would attend the meeting on behalf of the VHC. The background to the situation was explained and it was agreed that **PJ** should ask what the implications to having the S106 could be to the VHC.

#### 6. Any Other Business

- a. **Volunteer Event** – PJ had attended a meeting co-ordinated by the PC and SR had attended the second even (as the Parish Magazine rep) and the proposals were explained to the Committee. It was agreed that, at this stage, no action was needed by the VHC as no volunteers were actually needed at the moment.
- b. **Cutlery & Plates** – JG explained that the inventory showed that there were different numbers of plates and cutlery and IF the Hall was to be rented out more in future for

parties etc, it would be necessary to buy more items. It was agreed that this should be done but also to wait and see what happens with the storage in the kitchen first.

- c. **WiFi Code** – it had been reported that some vendors at the Spring Market had complained as they did not have the WiFi code. JG has informed the hirers about the code and makes sure that her telephone is switched on when major events are happening so she could have been called. It was agreed that having the code openly published was not a good idea due to the fact that there is a limit on the amount of data that can be used.
- d. **Front slope** – PJ reported that there had obviously been an accident to the front slope/woodwork by the front door. He had mended it for the moment and it was reported in the Accident Book.
- e. **Next Meeting** – It was agreed that the next meeting would be held on Monday, 30<sup>th</sup> May between 6 pm and 8 pm and that all members of the local clubs would be invited to attend.