

## Village Hall Committee Minutes (Charity No 305236)

Meeting held in Village Hall on 6<sup>th</sup> April 2024

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

**Also Present:** Jane Griffiths (Manager); Sandra Richards (Bookkeeper),

**Apologies:** Elizabeth Thomson, Damon Wellman (PC Representative)

1. **Approval of Minutes of Previous Meeting** – 2<sup>nd</sup> Dec 23 & 24 Feb 24 – the minutes of the previous meeting was approved and JG would be authorised to put them on the website
2. **Administration**
  - a. **Manager's Report** – JG reported on the following:
    - i. Caretaker – the redecorating work was still on-going and was taking a very long time. It was agreed that the caretaker would be authorised to work one whole day in order to ensure that this was completed. Action JG.
    - ii. Water meter readings – to get regular water meter readings was difficult due to cars parked over the meter and the weight of the cover itself. It was agreed that PJ would help to read the meter again in May and then also in Sep/Oct so at least one year of water supply could be quantified.
    - iii. Fire Alarm – JG needed to get the details of how to de-activate the fire alarm if it went off incorrectly and hirers needed to reset it. JG to contact Pyrotec to get the information.
  - b. **Committee Room storage** – it was agreed that this activity was on hold unless money could be obtained through a grant.
3. **Finance Review**
  - a. **Review of Accounts to 5<sup>th</sup> Apr 24** – SR presented a copy of the up-to-date accounts to the beg of April. The invoicing revenue was good to date (approx. £1.15K pm) – however, the cost of electricity was very concerning (see below)
  - b. **Electricity Costs** – SR presented some analysis of the electricity usage over the last 4 months as the average cost of electricity (less an additional payment gratefully received from the PC) was £530 pm which is just under 50% of the income revenue and is not sustainable even though the costs should reduce substantially in the summer months. It was appreciated that the electricity rates may reduce at the end of October when the current contract finishes. The following actions were agreed:
    - i. To reduce the minimum temperature from 9 degrees to 7 degrees before the heating automatically came on in winter and look at the implications on hirers and/or decreased costs. Action: JG
    - ii. To get a quote for the cost of a on/off button for the committee room to see if this would be economical as it was not clear when the new heater was on/off. Action PJ.
  - c. **Hire Rates** – As requested JG had done an analysis of the costs of other village halls in the area and the vast majority of halls were charging a rate of £15 ph (compared to HD which charges a basic rate of £10ph). Due to the loss made last year and the extremely high costs of electricity so far this year, it was felt that there was no option but to increase the rates for all concerned. The level of the increase was discussed and JG will put together the new figures and also showing the discount

rates for local hirers for the Committee to agree before sending to hirers. The new rates would apply from 1<sup>st</sup> June 24. SB (and JG?) would have a meeting the TN22 to discuss their rates and SR would prepare some specific data for this meeting.

#### **4. Maintenance & Other issues**

- a. Roof – SB and PJ have requested a meeting with the PC which will take place in May and there will be a further update after this meeting.
  - b. Potholes – due to the weather, it has been difficult to evaluate the current status of the potholes and how much it will cost to repair them. PJ will arrange a further meeting with the contractor as soon as the road has dried enough to do the evaluation. The NL money will have to be spent before the end of October and therefore this matter needs to be resolved this summer.
  - c. Railings & ramps – due to the fact that it is not clear how much of the remaining NL money will be required for the potholes, it was agreed that in the short term, a concrete spur should be installed in the railing by the front door and also a quotation to complete the ramp on the side door should be received. (SR to see if handyman will be able to do this work.)
  - d. Request to move heaters A request had been received to move the heaters close to the stage as they interfere with the stage extension. The heaters had been placed equally within the hall to ensure good heating throughout the hall and therefore the committee did not think that they should be moved. PJ to explain to variety club and they may have to modify the extensions themselves.
  - e. Electrical Survey – PJ explained that a full electrical survey was needed and would be done at the end of May and this may well mean that additional work would be required to bring the Hall up to the correct standard.
- 5. Grants** - Rachel Lewis (RL) joined the meeting as she had given a commitment over a year ago to help with the grant applications. It was agreed that grants were required to help with roof and/or additional insulation of the hall as well as the day-to-day running of the hall. It was agreed that the roof grants would be looked at again after the meeting with the PC and also when it was clearer what was happening with HDCC. However, there was an urgent need to have help with the running costs of the hall – in particular, the staffing, electricity costs as well as any work raised by the electrical survey. A number of different grants had been identified and they would require supporting emails/letters from hirers and members of the public. If applicable and to broaden the range of the grants, other areas such as new chairs with arms (as current ones are very 'worn'), new cupboard, etc could also be applied for. RL will liaise with ET and SR as before regarding these grant applications.
- 6. Additional Trustees** – there had been no progress on getting new Trustees at the moment but the Committee would continue to pursue this.
- 7. Next Meeting Date** – it was agreed that the next meeting would be held on either the 20<sup>th</sup> or 27<sup>th</sup> July and the stakeholders would be invited to join the meeting. JG will again ask the stakeholders for their feedback prior to the meeting so that any concerns could be raised at that meeting.