

Village Hall Committee Minutes (Charity No 305236)

Meeting held in Village Hall on 25th June 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, Roberta Smyth (TN22 club), Janet Tourell (Village Markets & TN22 Club), Ann Zenka (Variety Club), Jeanette Boswell (Variety Club), Kathy Cracknell (Horticultural Society),

Apologies: None

1. **Minutes of Previous meeting** – 21st March 2022 – minutes were accepted.
2. **Administration**
 - a. **Managers Report** – JG presented a report of the activities over the last 3 months which included:
 - i. Website – the Village Hall profile received 2529 views over the last week with 265 views of the photos
 - ii. Existing website is now able to have other items attached such as constitution, list of trustees etc
 - iii. Halls for Hire website has attracted a number of enquiries from people outside the village
 - iv. Weekday availability is Monday all day, Tuesday afternoons, Thursday limited hour slots and Friday daytime slots.
 - v. Weekends are primarily not booked except for one off events

Matters arising from report:

- More photos of the village hall are required – in particular when the hall was set up for events. TN22 said that they had some done for their new website.
 - Occupancy rates were requested to see how much the hall was free or not and, if possible, comparison to pre-covid. **JG** will circulate the information from Hallmaster.
 - Warming Plate – this will be cleaned by Carmen during deep clean and then checked regularly but users were asked to clean after use.
 - Gas burners – this had been reported as faulty (although difficult to duplicate) and it was agreed to bring forward the service of the cooker to ask the engineer to address this – **JG/PJ** to contact engineer to arrange.
- b. **Washroom Contract Renewal** – JG was congratulated in getting more than £1,000 refunded from PHS due to the fact that they had not attended during COVID and a further £300 refunded for a visit that did not take place this year. JG has negotiated a new contract with PHS at better terms: Roy/cleaner will now fill soap dispenser, PHS will continue to empty the bins, provide the sanitary bags and refill the fresh air spray. TN22 kindly offered to let us know when PHS has been as we can then contact them if they fail to show up. Two copies of new contract were signed by PJ but address was incorrect. Agreed to put SR's address.
 - c. **Storage**
 - i. Fridge – it was agreed a budget up to £150.00 to purchase a fridge/freezer and the current stand-alone freezer to be returned to JT.

- ii. Cupboards – PJ asked if TN22 and TN22+ could manage to store their requirements in one cupboard and leave the other cupboard for village hall use. It was agreed to review the requirements for cupboards after the meeting and, if necessary, a new set of cupboards may be needed. PJ was clear that there should be no loose items stored around the hall.
- d. **Legionnaire’s Disease Risk Assessment** – this had been raised again by the PC. The regulations regarding Legionnaire’s Disease were read out again and it was agreed that this did not apply to the village hall (unless the hall was closed for a long period of time and standing water may accumulate) and therefore the current risk assessment covered this item and is not due to be re-assessed until next year.
- e. **Advertisements** – ET was thanked for organising the two advertisements for the parish magazine and the first one is going to be in the July edition. SR apologised as she had not seen the invoice from the local resident who had produced these and will pay it immediately. JG will contact the school and ask if it is possible to send a copy of the summer ad in their electronic school bag.
- f. **Website** – ET had received a quote from a good quality website provider who had quoted £700 for the creative work for a new website and then £800 per year for maintaining and promoting the website. It was agreed to hold a decision on this for 6 months to see actual occupancy rates and to see how the current one (now that it can be amended and updated) is working.

It was also agreed that JG will ask users to complete the google review section to try to build up the review profile of the hall.

- g. **Cutlery & Plates** – it was agreed that JG would do another count of the existing cutlery and plates and a budget of up to £200 could be spent on purchasing additional items as required.

3. Maintenance

a. **Surveyor’s report**

- i. Roof – the report had indicated that the roof may last between 5 to 10 years and had indicated that it may be possible to repair it. PJ explained that it appeared that there are two layers to the roof and this could be what is protecting it at the moment but thought the maximum lifespan would be 5 years. The committee agreed that repair was not an option and therefore agreed not to do anything at the moment but to review this on an annual basis acknowledging that there was a possible risk of damage in severe weather circumstances.

It was agreed that SB and PJ would arrange a meeting with the PC and HDCC to explain the current situation and to work out a way forward together.

- ii. Gulleys – it was agreed that Roy would be requested to clear and check all of the gulleys, gutters and downpipes – action **PJ/JG**.
- iii. Repointing – it was agreed that this did not need to be done at this time.
- iv. Levelling ground at committee room end – it was agreed that this did not need to be done at this time.
- v. Window and door lintels – it was agreed that this did not need to be done at this time.
- vi. Electrical issues – this will have to be done at some stage in the future but not at the moment.

vii. Soffit boards and fascias – it was agreed that these did not need to be done at this time.

b. Additional electrical items

- i. Emergency Lighting – this will be done within the next couple of months (PJ)
- ii. Control timers for heating – this will hopefully also be done within the next couple of months (PJ)
- iii. Immersion tanks – PJ explained that there are two immersion tanks for hot water: one large one for the toilet sinks and a smaller one for the kitchen. It was agreed that it would be cheaper and more efficient to have one tank that would cover both areas. **PJ** to arrange for a plumber/electrician to combine into one tank.

c. New Doors – PJ had obtained two quotations for new doors. It was agreed to go ahead with the quotation from Monk Glass and just do the two doors in the main hall with low steps for wheelchair access. PJ will then look at doing a new concrete ramp on the Hut Lane side of the hall as well as repairing or improving the front ramp and other exit.

d. Kitchen Deep Clean – JG will ask Carmen to do a deep clean of the kitchen floor, surfaces and plate warmer as additional hours to their normal cleaning contract.

e. Ground at back of hall – now that this had been strimmed, it was agreed that this no longer required work.

4. Finance Review

a. Final accounts for 21-22 SR reported that the accounts had been uploaded onto the charity commission website.

b. Review of draft accounts 22-23

i. Electricity costs – SR reported that the electricity had been monitored since October last year and was currently showing an average of £360 pm. The estimate that had been made when the rates were increased in Jan 22 had been £300 pm and this looked as if it would be met by the end of the summer.

ii. Grant Expenditure allocation – SR explained that the first National Lottery grant would most probably be fully spent by end of year. The second National Lottery grant would have approx. £1500 to be spent (after Manager's costs and new doors). This may be used on new cupboards (if agreed that necessary) and to be discussed at next meeting.

iii. Covid grant – SR explained that would discuss with accountant but the balance of the Covid grant money would be moved into unrestricted reserves as it was not necessary to monitor it separately.

iv. Policies – SR explained that it would be necessary to agree a reserves policy and one of the items that would be needed is how much of the charity's income should be reserved in case of emergencies – the committee agreed 4 months (=£4,000). However, it was agreed that a formal reserve policy would be required. RL agreed to send the committee a list of the other required policies that the charity should have so that these could be amended and adopted (and posted on the website) – these to be discussed at the next meeting.

5. Governance

- a. **Constitution** – SB will check that the charity commission website has been updated and will send a copy of the amended constitution to JG so that she can add it to the website.
- b. **Chairperson** – SB explained that, due to work commitments, she was finding it difficult to give as much time as she could to the charity. She was happy to continue as a Trustee but would ask that the other Trustees consider whether one of them would take over the chair and would be put as the first item on the next agenda.

6. Any other business

- a. Priority booking for local events – JG confirmed that local events did take priority over regular bookings BUT had requested the local organisations should give as much notice as possible for the required dates. The request was to try to give dates for the following year in October. KC explained that the Horticultural Society would try to do this but sometimes it was difficult to book so far in advance as it depended on speaker availability.
- b. Variety Club
 - i. Curtain – it was agreed that the curtain used as a screen during performances would be taken down and stored by JT until it was required again.
 - ii. Side extension (not front extensions) – PJ asked if the side extension could be stored elsewhere as it was a possible health and safety risk – AZ/JB to look at it and propose a solution.
- c. Next Meeting – it was agreed that the next meeting would be held towards the end of August on Saturday – SR proposed 20th August between 10.00 and midday.