

## Village Hall Committee Minutes (Charity No 305236)

Meeting held in Village Hall on 29<sup>th</sup> January 2022

**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 15<sup>th</sup> November 2021** – minutes were accepted.
2. **Matters arising from Minutes (not covered by separate agenda items):**
  - a. Website renewal – JG has access to the website and has managed to make some minor changes but will look at it further with LT to see how it can be amended further
  - b. Potholes outside hall – PJ has kindly filled them in as a temporary measure
  - c. Bins – JG has got Wealden to agree to collect bins from current position
  - d. Outside Notice Board – PJ has fixed this
  - e. Audit of kitchen – LT/TB have carried this out and recorded the inventory
    - i. JG to check with TN22 Club & Horticultural Society to see what is actually used and whether some items are excessive
    - ii. JG to check about why a fridge and a small freezer are both required as they are taking up space and using electricity.
  - f. Wifi – Wifi has now been installed.
3. **Administration**
  - a. Update on booking system and hirers – JG confirmed that the Hallmaster subscription has been renewed as, since the changes have been made, most of the hirers have indicated that they have no problem.
  - b. Survey of hirers – JG reported back on the issues raised by the hirers and the main items were:
    - i. Lighter chairs (see below)
    - ii. Better lighting outside the building (already done)
    - iii. Clearing undergrowth around back of building (JG to ask Roy to do this every 2 months during summer)
    - iv. Heater in kitchen – did not believe possible due to space
4. **Maintenance & Identified Improvements**
  - a. Roof – Roof - PJ explained that the current roof, which is made up of low grade asbestos sheets, has begun to split lengthways and if there were high winds, is at high risk of being lifted and blown off.

Other issues that were raised concerning a possible roof replacement were:

- i. New fascias, soffits and gutters may be needed
- ii. The suspended ceiling may or may not have to be removed depending on the solution
- iii. The cedar gable ends may need to be replaced.
- iv. A refurbishment & demolition survey for the asbestos would be required

JG had received some provisional quotes for the roof replacement which were in the region of £40K and therefore would be a considerable expense. The following was agreed:

- A) PJ to ask local estate agent for recommendation of independent structural surveyors so that a survey of the whole building (including the roof) could be obtained.
  - B) Once the independent structural survey had been received, a meeting would be arranged between the PC and VHC and then a further joint meeting between the PC, VHC and New Community Centre to discuss how to progress due to the issues of the relative short term life of the existing village hall versus the building of the new community centre. However, the Committee were aware that it is important to keep some kind of facility for the village in the short term.
  - C) Funding – again this was an issue that will have to be discussed as applying for grants for a relatively large amount of money for a short term project would be difficult.
- b. Additional electrical requirements – the electrician who had carried out the new lighting had also reported the following items needed to be looked at:
- i. Emergency lighting to be tested and upgraded
  - ii. Heaters in Hall to have switched fused spurs attached to each
  - iii. To fix the tubular heater in small toilet
  - iv. To remove the tube heaters from the meeting room
- All above items were agreed and PJ will ask electrician for quote for carrying out the work.
- c. Chairs & Tables – JG had done a lot of work on this issue and had circulated some proposed lighter chairs. It was agreed to get (purchase if necessary) a sample of the chair SSD52000 so that this could be compared to the current range of chairs. It is proposed that the following will happen to reduce the amount of storage space taken up in the hall and committee room:
- i. 20 of the existing arm chairs to be retained for TN22
  - ii. 50 of the new lighter chairs to be purchased
  - iii. The other old chairs to be sold
  - iv. For larger events, the collapsible chairs to be used if necessary
- It was agreed to concentrate on new chairs first as it was not clear whether new tables were required.
- d. Blinds – SB believed that a grant application had been made for these - SR to check
- e. New Doors – SB also believe that a grant application had been made for these – SR to check
- f. Kitchen Deep Clean – JG to ask for quotations to carry this out.
- g. Concrete disabled Slope (front of hall)– to be carried forward Wooden railings (back of hall) – have been checked and appear acceptable.
- h. Upgrading Committee Room – dependent on chair and table storage to be carried forward
- i. Storage Container – to be carried forward

## 5. Finance Review

- a. Review draft Accounts – PJ/SR presented the draft accounts and confirmed the following:

- i. A meeting with the Independent Examiner of Accounts for the year 21-22 has been set up for Friday, 4<sup>th</sup> February so that the accounts can be signed off at the AGM. SR will ask him to confirm that he is prepared to be appointed again for next year so that this can be agreed at the AGM as well.
      - ii. Electricity costs – as agreed, the electricity costs are being monitored on a monthly basis and, at the moment, have been showing to be approx. 80% of the revenue generated. However, it is hoped that this percentage will be reduced as a result of the increase in hire prices increasing from 1<sup>st</sup> Jan and the reduction in usage due to resetting the controls. SR confirmed that the new owners of The Stables had kindly agreed to read the meter each month so that tight controls over the costs could be maintained.
      - iii. Cleaning costs – The hours for cleaning the hall have been reduced so hopefully these costs will reduce over time.
    - b. Assign expenditure to grants – the following was agreed:
      - i. First National Lottery Grant – to assign costs of new lighting, manager/booking clerk, caretaker
      - ii. COVID grant – to assign approx. £2K of electricity costs and £1.7K of cleaning costs to COVID grant.
6. **Risk Assessments** – COVID19 Risk Assessment – SB confirmed that a detailed COVID19 risk assessment had been carried out when the Hall re-opened. JG to check with ACRE whether this needs to be updated.
7. **Governance**
- a. Amendments to Constitution SB has made the proposed amendments and will circulate them to all the Trustees so that they can be approved at the next meeting. SB to check whether any of the amendments need to be notified specifically to the Charity Commission.
  - b. AGM Meeting
    - i. It was agreed that PJ/SR will issue a set of accounts + Treasurer’s report for the AGM and SB will arrange for photocopies to be taken so they can be circulated to the audience
    - ii. SB will make a Chairman’s report
    - iii. It was proposed that a gift may be proposed to give to Graham Terry for his support as Chairman of the joint Committees. SB to let the other Trustees know if food is required to be brought.
8. **Any Other Business**
- a. Local Village Events – it was agreed that JG will ask the local village organisations to give details of the dates for their events in the October before the next year so that the regular hirers know well in advance which days/nights to avoid.
  - b. Local village Event Rates- JG has produced a chart to show the proposed rates that will be charged. After discussion, she will amend and circulate these for approval.
  - c. Business Plan – a villager had asked if the VHC had a business plan – it was felt that this was not required due to the short term life of the existing village hall and the, relative, low level of funding that would be required to maintain it.
  - d. Website – it was agreed that the Minutes of the Meetings would be posted on the website. In future, a copy of the accounts, constitution and list of Trustees.
  - e. Promotion of the Hall – it was agreed that the revenue for the Hall needs to be increased and discussion on this would take place at the next meeting.

- f. Date of next meeting – it was agreed that the next meeting would take place on Monday, 21 st March 2022 in the Village Hall between 6 pm and 8 pm.