

## Village Hall Committee Minutes (Charity No 305236)

Meeting held in Village Hall on 15<sup>th</sup> October (to be approved at next meeting)

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

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

**Apologies:** Elizabeth Thomson

1. **Minutes of Previous meeting** – 25<sup>th</sup> June 2022 – minutes were accepted.
2. **Chair** – this was discussed and it was agreed that Sally Blyfield would remain as Chair.
3. **Administration**
  - a. **Managers Report** – JG presented a report of the activities over the last 3 months and she was thanked for all of her work.
  - b. **Maintenance ongoing** – It was agreed that the maintenance work for the hall did not need to be discussed in detail at the Trustee meeting. The Manager was authorised to spend up to £300 on any one item in agreement with PJ & SR outside of a meeting. This to include decisions on storage, caretaker tasks, additional items required for the smooth running of the Hall. At the quarterly Trustee Meetings, any decisions would be ratified if required.
4. **Maintenance**
  - i. **Electrical** –
    1. **Heating** – It was agreed that the control of the heating systems needed to be upgraded. Not clear whether all the following were possible but in order of priority the following were needed:
      - a. Programmer – to enable heating to be programmed for individual renters e.g. TN22 + ballet classes
      - b. Frost Control – minimum level to be set if frosty outside
      - c. Push Button – for other renters to push so that heating comes on when required
    2. **Lighting** –
      - a. Emergency Lighting – awaiting the risk assessment report as further work may be required
      - b. Cleaning Cupboard light
      - c. Disabled Toilet light
  - ii. **Slopes to doors** – PJ would install a concrete slope to the side disabled door for easier access.
  - iii. **Work would be required arising from Fire Risk Assessment report** – delegated to Manager, PJ & SR unless above agreed spending limits.
5. **Policies** – the following policies were discussed and it was agreed that they would be reviewed every two years and posted on the website:
  - a. Vulnerable Persons Safeguarding Policy – adopted. Manager to be responsible for this policy and to confirm that hirers also have their own policies.
  - b. Data Protection Policy – adopted.
  - c. Conflicts of Interest Policy – adopted
  - d. Complaints Policy – adopted
  - e. Ethical Sourcing Policy – adopted
  - f. Equality & Diversity Policy – adopted

- g. Financial Policy – amendments accepted and adopted
- h. Risk Management – amendment to be made and adopted
- i. Reserves Policy – further work required and would be brought back to next meeting
  - j. Supply of Alcohol Policy – not required as Committee does not serve alcohol

#### 6. Finance Review.

- a. **Review of draft accounts 22-23** – SR presented accounts to date.
  - i. National Lottery grants should be spent by end of year.
  - ii. Application made to PC for grant for wifi costs.
  - iii. Agreed that would charge PC at a flat rate of £40 pm for 23/24 year.
  - iv. Reserves – as above, accounts would be presented to show reserves in line with policy at next meeting.

#### 7. Governance

- a. **Constitution** – SB needs to sign the constitution before adding it to charity commission website and wanted to confirm that this was OK. Meeting agreed that the new constitution had been agreed formally at a meeting on 21<sup>st</sup> March and therefore she could sign.
- b. **Meetings** – Trustee meetings would be held quarterly and would not focus on day-to-day operational issues (responsibility of Manager)
- c. **Trustees** – it was agreed that one of the Trustees had not been to any meetings in last year. Chair would contact her to inform her that she would be removed as a Trustee. New Trustees would be sought.

#### 8. Any other business

- a. **Meeting with PC** – it was agreed that SB and PJ would arrange a meeting with the PC Chair asap.
- b. **Next Meeting** – it was agreed that the next meeting would be held towards the middle of February on Saturday – SR proposed 18<sup>th</sup> February between 10.00 and midday as end of year accounts would have to be agreed for the AGM at end of February.