

Village Hall Committee Minutes (Charity No 305236)

Meeting held in Village Hall on 29th July 2023

Present: Trustees: Sally Blyfield, Paul James, Tracey Boorman, Elizabeth Thomson

Also Present: Jane Griffiths (Manager); Sandra Richards (Bookkeeper), Michael Lunn (Chair of Parish Council), Janet Tourell (Village Markets & TN22 Clubs)

1. **Approval of Minutes of Previous Meeting** – 24th April 23 – 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. Two donations received for parking & tables
- ii. Servicing: gas cooker has been done & fire extinguishers & PAC testing scheduled to be done
- iii. Microwave replaced
- iv. Drains cleared – kitchen debris removed
- v. Door replaced between stage and committee room
- vi. JG will arrange quotations and installation of new cupboard in committee room
- vii. Decorating on-gong. Caretaker work to be monitored
- viii. Bookings: August may be a little quiet due to holidays but otherwise OK

SR asked if JG could get an updated quote for the fire alarm system that needs to be installed (see grants below).

b. **Wifi** – JG has had extensive discussions with EE and they have not been able to resolve the problem of the wifi in the hall and have agreed that the contract can be cancelled early through lack of performance (credit notes have been issued). TB has sent off letter to Vodafone re new wifi and JG will chase up when the dongle is going to be issued and PJ will ask Scott to help install it.

c. **Electricity contract renewal** – SR explained that the Hall had been lucky to have got a two year contract in October 21 which had run throughout the period of very high electricity charges. The contract is due for renewal at end of October and permission was given that 3 quotes would be obtained and that PJ/SR could make a decision about which one to appoint – most likely only a one year contract.

d. **Pothole quotation** – a revised quotation for potholes had been received for tarmacking the whole area but it was felt that the quote was too high and a grant would not be able to be obtained for this amount. Therefore it was agreed to go back to the quotation received in June for full repair of potholes which would not be a long term solution but would be better than nothing (see grants below).

3. Finance Review

a. **Review of Accounts to end Jul 23** – SR presented a copy of the up-to-date accounts to the end of July which showed that the hiring income was slightly higher than forecast and the expenditure had been slightly lower and therefore the Hall had

been a break even position for the first 6 months of the year. The water account needed a meter reading which would be done and submitted.

- b. Grant Applications** – the Sussex Community Grant application had been refused (only 42% had been accepted) but will be able to re-apply. Confirmed that will apply for a grant to install the new fire alarm system, repair the potholes and install an additional heater and heating controls in the Committee Room. SR will liaise on this. It was agreed that the heating in the Committee Room should be scheduled for installation in Sep/Oct timeframe even if grant was not awarded as it was needed to make the room usable in the winter.

4. Maintenance & identified improvements

PJ had now received a revised quotation for the new roof which was in the region of £42K + VAT = Approx £51K in total. Discussion was held about the timing of a grant application and it was agreed that a start should be made for the grant as any grant application could take 6 months + for the full grant process and the repair of the roof would need to be started in the Summer of 24. SR would check how many quotations would be required and liaise with PJ.

- 5. Governance** – it is still necessary to have a five year plan for the Hall. However, it was agreed that any discussion on this would wait until after the results of the village survey are known as this would give a clearer direction for the Hall. At that time, a separate meeting would be held specifically to discuss the five year plan.
- 6. Issues raised by Hirers** – JG raised the issue of the ramp at the main door of the building: in wet weather a puddle forms at the bottom of the ramp which means they have to bring in people via the side door (PJ to explain this to contractor who does pothole repair to fix). Also the wooden railing on the slope was slightly wobbly when being used by the elderly (PJ/JG/Roy to consider).
- 7. Any Other Business** – an email had been received from a member of the public and it was agreed that JG would publish the results of the survey of the building + the asbestos survey on the website so that they could be viewed by the village. Also noted that the contact details on the Charity Commission website needed to be updated (SB to do this).

Meeting closed at 11.20 am.