



Westleton Village Hall
Registered Charity Number 1164038
<http://westleton.onesuffolk.net/village-hall/>

MINUTES OF COMMITTEE MEETING HELD ON
Tuesday 14th January 2020 @ 7-00pm

Present

Trustees: - Fiona Ireland, Ken MacGladrie, Margaret Branton, Antony Clough, Dilys Hall, Nick Santon, John Shepherd, Anne Ingram, Liz Barton.

Cc:- AG Groves. (AG)

Prior to the start of the meeting JS showed FI, KM, MB, AC, AI & NS how the heating and various electrical controls worked. The meeting followed at 7:45 and Antony expressed his thanks to all concerned in the building project, including those involved at the beginning right through to those involved at the end, which he thought was a credit to all. This view was endorsed by the Trustees.

1. - *Apologies & notice of urgent items*: - IB sent apologies, FI asked for 'ideas notebook' to be included as an urgent item. MB asked for laundry of aprons to be included (following on from hygiene course.)

2. *Minutes of meeting held 11th November 2019 & matters arising*

Minutes agreed as a true record and KM signed a copy; there were a couple of matters arising, item 4c the proposal for each sub-group to manage their own budget was brought forward to discuss under item 9 on the agenda; item 5e, the sundial is deferred to the next meeting; item 8; it is assumed that Trustees have read through the H&S risk assessment and given feedback.

3. *Decisions taken since the last meeting.*

KM emailed Trustees on 15th December to see if they agreed we should order acoustic black out curtains from same company who supplied AV equipment. All agreed.

4. *Treasurer's report & Financial Report*

Financial reports were circulated by IB and LB prior to the meeting.

- a) The financial report to Trustees was taken as read. Agreed contingency spend on equipment for foyer, TV, coffee machine, Centre Manager's laptop etc. It is anticipated that thanks to the grant of £75,000 from DEFRA we should have around £100,000 to enable us to plan for future projects, prioritised over a 5 year rolling programme. The Trustees approved a debit card for AG to be able to purchase small items to reduce petty case claims. The Trustees noted the points at the end of the report being:- cash handling procedure to be written; payroll now set up for AG; expense claim form to be used, and hiring of hall to be analysed for next meeting.
- b) The project budget paper was noted, with no queries raised.
- c) The contingency use paper was noted, with no queries raised.
- d) The Revenue Grants (BL & HLF) paper was noted, with no queries raised.
- e) LB talked us through the year to date accounts. It was noted that the shop donated £30 from their Christmas Raffle which was received with thanks.
- f) LB distributed copies of the hall bookings. Most weekly and monthly users will be returning. Nearly all the bookings are now on the VH website, all are encouraged to have a look to see if the times on the title bar are correct. There are a number of occasional events now booked but we need to update the booking policy.

- g) LB has kindly taken on the 100 club duties, including compiling the list of applications and the reminders which will be ready for distribution at the end of the month. Margaret will distribute reminders and receipts at the same time. Nick asked what we were doing about printer/copier, DH reported there is one in the archive that will be brought in to the new archives, we still need to think about whether we need another one for our needs.

The financial reports were accepted by the Trustees.

5. Building sub-committee's (BSC) report.

- a. It was noted that the certificate of practical completion has been signed off.
- b. KM went through the snagging list, the architect and M&E were pleased there are not many residual issues for a project of this size. RNC are responding to snagging requests in a timely manner. There was some discussion about theatre spotlights and stands; they are on the snagging list but clarification is needed as to what is required. New curtains to be fitted and all agreed to the old curtains to be offered to other halls.
- c. Comments received from those involved in the unpacking/cleaning day have been generally positive; all agreed it was a good productive day resulting in some team bonding.
- d. AI had emailed options for external notice boards for discussion. It was thought not worthwhile restoring the old noticeboard which suffered from shrinkage and swelling of the wood. It was decided to opt for an aluminium framed board.
- e. The function of the foyer and marketing should be developed with AG using the name of 'the social hub' for the moment and getting feedback from the foyer users.
- f. DEFRA will be visiting the hall on 24th Jan to present the cheque they have donated. It was agreed to ask coffee pot if they would mind moving to the foyer as a one off and asking bowling club to bowl in the hall. Trustees are all asked to attend if possible, arriving at the hall at 9:30.
- g. DS and JS have visited all groups as they return to the hall to show them how things work and welcome them back.
- h. It was noted that BSC have now stood down and a vote of thanks for all the work Chris Wood has undertaken on behalf of the hall and the Trustees. CW will remain on the operational sub-group as a volunteer.
FI asked about WI clock/ other clocks and other items that could be asked to be returned to the hall. Trustees to have a say about what should be placed where in the hall. FI to provide list of items from old inventory. Trustees were asked about the size of TV for the foyer and agreed on a 65" set.

6. People and Skills (P&S) Report

- a) Paper was emailed prior to the meeting and contents noted. It was agreed that anyone employed by the hall should be employed on a formal contract.
- b) Cleaning schedule and draft contract being produced to tie us over. MB asked about tea towels and aprons, KM advised plastic aprons as temporary measure until laundry needs were assessed.
- c) Training plan was circulated and noted. No ideal cleaning course has been identified yet. We will hold off for the moment until we have checked out with a commercial cleaning company whether they can offer anything. Volunteer recruitment and retention training being progressed and no volunteer recruitment until training received.

7. Marketing, Profile, Quality & Impact (MPQI) Report.

- a. The launch & publicity plan was emailed prior to the meeting. AI has been in touch with The East Anglian to promote the formal opening. Lots of photos have been taken and NS taking more, consider use of notices to advise photos being taken and may be used in publicity (DPS issue.)
- b. AI went through the broad launch event plan as per her note.

8. Health & Safety Report.

A draft risk assessment was emailed prior to the meeting.

A few issues arising from fire safety officers visit needed trustee agreement, it was agreed we should be a non smoking site and that we need a policy on dogs being: no dogs in kitchen, well behaved dogs on short

lead welcome in the rest of the hall. Will write these into the bookings procedure asap. NS will arrange a contract for legionnaires disease controls.

The meeting closed with further agenda items deferred to next meeting which was agreed to be scheduled for one months time.

Date of next meeting, 11th February 2020.