

Village Hall Committee Minutes (Charity No 305236)

Meeting held in Village Hall on 27th July 2024 at 10.00 am

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

Also Present: Sandra Richards (Bookkeeper), Stephen Lester# (PC representative), Janet Tourell representing Village Markets, TN22 & Horticultural Society)#

Apologies: Jane Griffiths (Manager)

- attended from 10.45 am

1. **Approval of Minutes of Previous Meeting** – 6th April 2024 – the minutes of the previous meeting was approved and JG would be authorised to put them on the website.
2. **Matters arising from minutes:** Increasing Hire Rates – this action had been carried out with all hirers except the PC. The PC has a precept meeting in October to cover their expenditure for the following year (e.g. 25/26) and they had not had a price increase last year. It was agreed that they should be advised of an increase in rates from Apr 25 prior to the precept meeting (Action SR).
3. **Maintenance & Other Issues**
 - a. Report on meeting with PC – SB & PJ had had a meeting with the PC but, at that time, the result of the extant planning permission for the New Community Centre was not known and therefore no decisions were made but the Village Hall circumstances had been explained.
 - b. Potholes – PJ had been in discussion with a parishioner who lives close to the hall and it was agreed that the Village Hall Committee (VHC) would pay for the materials needed to fill the potholes and the parishioner would kindly agree to supply the machinery and labour. Due to this offer, the donation that had been received for help towards the tarmac for the potholes would be refunded with many thanks. This was not a long term solution but the uncertainty of the longevity of the hall meant that short term solutions were required.
 - c. Roof – the situation with the roof would be discussed at a separate meeting of the Trustees of the VHC and a date was agreed. However, it was agreed that the VHC would need to have a 3-year (or 5-year) plan on how to manage the hall based on the issues caused by the extant planning permission having been granted – managing an old hall which needed maintenance but for possible limited lifetime. It was agreed that a further meeting should be held with the PC and then a joint meeting with the HDCC, PC & VHC.
 - d. Electrical Survey – this is due to be carried out week commencing 29th Jul and the electrician would report back. It was agreed that the cost of the work needed for this survey could be requested from the NL grant (see below).

Stephen Lester and Janet Tourell joined the meeting.

4. **Manager's Report** JG apologised as she could not attend but had sent a copy of her report:
 - a. Woodworm – there was woodworm in the main doors, skirting boards & elsewhere – it was agreed that JG would get a quote for treatment from professional companies such as Sankeys, Rentokill.

- b. Smell/Drains – this issue had continued on/off. There was a discussion about what to do and PJ agreed to do an air test on the vent pipes to see if he could find a crack in the pipework. JG reported that toilet paper had been put down the plug hole/overflow in the basin in the lobby which had been removed – she will put up signage to stop this from happening.
- c. Glass – some of the panes of glass were ‘shot’ – it was agreed that JG would get quotes for replacing these but would not be paid for unless a grant could be achieved.
- d. Bookings – JG reported that she had a new booking for 2 hours on a Tuesday morning starting in Sept. Also, she was due to have a meeting with another possible hirer for 4 hours on a Friday.
- e. Maintenance – there is a wasp nest which will be removed, she will be arranging a service for the hob and will book a service for the fire extinguishers.

5. Finance Review

- a. Review of Accounts – SR presented a set of partial accounts up to 26th July. The hiring income was ahead of the budgeted amount – 2 election days, variety club performance (which had been successful), school plays, etc. The expenditure was also better than budgeted: electricity – on budget, cleaning – lower than budget, staff costs – lower than budget. However, large expenditure due in second half so would still be running at a loss overall.
- b. Grants – 3 applications had been made to help support the staff costs but, to date, had not been successful. Once the cost of the electricity review was known, would go back to NL to ask if some of the funds for the potholes could be re-allocated towards the cost of the electrics. Further grants may include additional storage for new cupboards or storage under the stage.

6. **Summary of Maintenance issues** (discussed in 3. Above) were explained to the Hirers.

7. Additional Items raised by Hirers

- a. JT explained again the issues caused by the potholes and how this caused problems for all hirers – action already discussed. She also said that the hot water seemed to run out on TN22 days – PJ/JG would look at this.