

Winston Village Hall Committee

Minutes of meeting held on 4 March 2020 at 6.30 – 6.45 pm. Resumed at 6.55 pm following the AGM

1. There were no apologies for absence

All trustees were in attendance for both parts of the meeting. Dawn Day and Louise Poole were present as observers for the first part of the meeting and Ian Smith was present as an observer once the committee meeting resumed.

Eric Reed was present for the first part of the meeting and confirmed that as he was moving away from the village he would not be standing for re-election. He handed a letter of resignation to the Secretary and commented that it had been a privilege to be involved with the running of the hall for the past 9 years. Trustees thanked Eric for his support for the village hall as trustee, volunteer and treasurer over the years and wished him the best for the future.

2. Minutes of the last meeting held on 11 December 2019

The minutes had been circulated in advance, and they were agreed and signed by the outgoing Chair.

3. Matters arising and action points not on the agenda:

3.1 The cupboard in the ladies was now fixed to the wall and was in use mainly for glassware and crockery.

3.2 There had been no further problems with the heating system since the remedial work was done. It was confirmed that in cold weather the frost stat kicks in even though the heating is off – in the kitchen and hallway.

3.3 The remedial plastering above the cooker was still outstanding and having checked the food safety regulations AD confirmed that, although not a H&S issue, as reported by the Lunch Club, the gap above the sinks did need to be covered so that they complied with food safety regulations that applied to the Lunch Club as a registered food provider. This was in hand with Stuart Todd, a volunteer community member, who had already fixed the missing door stops, and installed the new post box. **AP: AD** to monitor progress and approach Stuart for advice on the location of the fuse box above the cooker.

3.4 There had been no further requests in relation to the table tennis equipment.

3.5 All other work and action points had been completed.

Other outstanding actions were covered under the agenda.

4. Consideration and approval of the annual report and accounts to 31 December 2019

The chair referred to the draft report and accounts that had been circulated in advance for comments. No amendments had been received **and trustees confirmed that they were happy to approve them.** The 2019 finance records and accounts were examined by Jon Armstrong and approved in accordance with the IE certificate in the report. He had no comments or amendments to suggest. Thanks were recorded for his assistance in this matter.

The report confirmed that the hall was in a good position – regular lettings had been increased and the exercise classes were generating some net income. The Band Night in November was once again a very popular community event and had generated a good return for hall funds. One change from the 2018 report was the inclusion of the public benefit declaration that related to trustee responsibility to act within charitable objectives. **Trustees formally confirmed that they had complied with their duty regarding public benefit.**

More comment on the Annual Report and Accounts is recorded in the AGM minutes.

The meeting adjourned at 6.45 pm to convene the AGM. The appointed/elected committee resumed at 6.55 pm.

5. Trustee eligibility declarations and appointment of officers for the coming year

All appointed and elected trustees completed the Charity Commission declarations.

Claire Boyes, Gill Woodhouse and Annie Dolphin confirmed that they were willing to continue as Vice Chair, Treasurer and Secretary respectively. Geoff Freeman was remaining as a trustee but would not continue as chair and Caroline Thornborrow was appointed. **The appointment of the officers was approved by the committee.**

6. Update on hall maintenance, policies and procedures and housekeeping

AD outlined the purpose of the updated and circulated spreadsheet for new members. Renewal of the hall insurance in April subject to a reasonable charge was approved and the fire equipment testing would be arranged shortly.

6.1 The Health and Safety and Fire Safety risk assessments had been carried out in February and copies of the draft assessments were distributed. The replacement of door stops had been added to the fire assessment as wheelchair exit was impeded without them – this work had now been completed. Members discussed the fire hazard from candles/tea lights and agreed that the occasional use on tables at social events would no longer be allowed. **AP- AD to amend fire assessment and hiring policy/documents.** Subject to those amendments and minor wording changes to the H&S assessment the risk assessments were approved. **AP - GF undertook to ensure that the emergency lighting and the first aid box were checked on a monthly basis.**

6.2 The lettings policy was reviewed and it was decided that charges would remain the same again this year as we continue to make a profit, most of our hirers are community based, and our competitive fees attract hirers from elsewhere. GF confirmed that he was happy to continue as a contact for bookings. CT was also available to support where necessary.

6.3 Outstanding maintenance jobs were covered in matters arising apart from the damp corner in the supper room that would be looked at by SS and CC. In addition Glen Race had agreed to trim the tree that caused leaf and twig drop in the yard and gutter. **AP – SS/CC.**

All other requirements were up to date.

7. Treasurer's report

7.1 Summary finance papers had been circulated in advance. These included the financial statement for the 2 months to 1 March, and income/expenditure against the budget set in December.

7.2 The current account balance at 29/02/20 was £2815 and the balances were verified by CB.

7.3 Regular hirer invoices would go out later in the month for the first quarter. The estimate of outstanding income to the end of March is £960 which does not include the exercise classes.

7.4 We have been invoiced for 4 gas bottles to date which is in line with last year. Electricity costs are higher this year as prices have increased under the new contract and the hall is being used more.

7.5 Apart from the fortnightly booking for Guitar Practice, cancelled until September, we have retained all our regular users. Numbers attending Gentle Exercise and Keep Fit have been maintained but numbers for Pilates remained low. The Local Giving grant that supports physical activity would be applied for again in June.

7.6 A booking for the Police & Crime Commissioner election had been made for 7 May - £300 and an unexpected Easy Fundraising donation of £92.50 had been received.

7.8 Redwood Bank - the 95 day notice account with RB currently pays 1.35% interest. A new issue pays 1.55% interest so GW and AD have set this up online. The 95 day notice period for the existing account will expire on 25 May and the old account balance will then be transferred to the new one.

7.9 Signatory changes would need to be made for the 150 club – as a trustee GF would continue as signatory for the other NatWest accounts. **AP – GW/AD to action.**

8. User group feedback

There was no feedback.

9. Any other business

The potential for a village celebration of 20 years since the Millennium and the development of the Millennium Green was discussed. It was suggested that the Village Hall committee might be able to fund this with reserves that were being held to cover future major renovation work, including roofing work. This use of funds would need to be approved as within the VH charitable objects and it was agreed that first steps should be discussions with other relevant community organisations, i.e. the Winston Millennium Green Trust and the Parish Council. **AP – CT to take forward.**

10. 150 Club draw

1st	8	3rd	2
2nd	100	4th	102

The next meeting is on 10 June 2020 – 6.30pm.

Signed:

Date: