

Gilston and Eastwick Village Hall Management Committee

Business Meeting Minutes – Monday 25th March 2019

1a. Chair reminded the Committee this Extraordinary meeting convened to receive a progress report from the sub-committee charged with identifying potential improvements to the Village Hall, fees, etc.

1b Present: Sarah Bagnall SB (Residents representative), Trevor Brown TB (Treasurer), Janine Bryant JB (Secretary & Parish Council representative), Maxine Evetts ME (Holdings Trustee & Bookings Officer), Keith Harvey KH (Holdings Trustee and Vice-Chair), Mary Jackson MJ (Interim Chair & Residents representative), Christine Law CL (Churches representative),

Apologies: Katie Spencer KS (Residents representative), late arrival Yolande Clarke YC (Residents representative)

Please note: Minutes and Agendas will be circulated electronically. Hard copies are the responsibility of individual committee members.

1c. As this is an Extraordinary meeting the Chair advised the minutes of February 4th business meeting be pended to next full Committee meeting – 20th May 2019.

MJ further advised the group she would not be chairing the next meeting (20th May 2019)

Action: KH, as Vice Chair, to chair until replacement Chair appointed.

1d & e. Nominations for Chair & Progress on replacement (for DJ) Holding Trustee. SB recommended KS to the committee but unfortunately had not had opportunity to discuss / establish whether KS prepared to stand.

Action: Holding Trustees, KH & ME, agreed to meet with KS to determine suitability for appointment to Holding Trustee and Chair. They will report back to the full Committee as soon as possible.

2 Report from the sub-committee re potential improvements

a. Application for Solar Panel Grant

KS is completing the Grant Application form, which needs to be submitted by 31st March. ME has arranged Energy Performance survey for Tuesday 26th March. Once the certificate (EPC) is received she will pass to KS for inclusion with the form. As Village Hall is classed as a Charity the submission of the Application gives us 12 months to seek recommendations, etc. yet does not commit the VHMC to expenditure.

Two companies have visited the Village Hall and provided recommendations and estimate of costs to install Solar Panels. It was unanimously agreed that once the grant application is, hopefully, approved a Tender will be published and potential bidders will be instructed to also advise on, and cost, whether any structural issues (eg roofing) need resolving prior to any installations.

Actions: KS to complete Grant Application form and submit.

Application response to be circulated, by KS, to Committee as soon as received.

Committee's agreement to issuing a Tender to be sought – possibly at May meeting or via email dependant on when response received).

Cost benefit analysis to be produced for Committee

b. Assessment of other potential improvements to Village Hall

Examples: CCTV, kitchen area, heating, car park, storage facilities (to free up "Meeting room" for small bookings).

KH proposed, seconded by ME, that full survey be obtained from organisation(s) experienced in Village Hall developments. For example (from CDA website): Stanhope Wilkinson Associates, Chartered Architects, Oxford, OX29 4BL, Tel. 01865 883222, **Email. office@swa-architects.co.uk**

Action: KS to contact Stanhope and others.

c. Web site changes

Not discussed. To be carried forward to future meeting

3. Treasurer's Annual Report to 31st January 2019

TB informed committee the Village Hall has a balance of £40,235.51 at 31st January 2019 held in a Community Account. On current lettings TB is predicting that, during 2019 / 20, expenditure will exceed income. Discussion around potential to increase lettings however this increases expenditure on items such as electricity, water, cleaning, etc.

Actions: TB to circulate full accounts for 2018 / 19

Summary of Accounts to be produced, by TB, for publication with the minutes.

Auditing of accounts?

Discussed whether as a Charity the Accounts need Auditing. Trustees proposed - **no action required at this time.**

4. Review of Hall Fees

Table of possible Letting Fees circulated and discussed (revised version based on discussion appended to these minutes). ME advised a new "group" has been in touch looking for accommodation for After School Club and, possibly, Nursery. As new Letting Fees cannot be agreed yet ME was asked to advise them that as a new customer and initiative the VHMC is prepared to offer a 3 month Introductory Fee based on draft fees as appended.

Following agreed unanimously.

Action: JB to go through background figures with TB and bring forward to May meeting.

ME to contact "Nicola and Claire (N&C)" to offer 3 month Introductory fee; £10 per hr, minimum 1.5 hrs each booking).

If offer accepted ME to supply Hall key

If N&C require Key Code lock for hall door, they are to discuss with ME, supply & fit at own cost, make good any damage to door caused by fitting / removal of key code lock or similar.

5. Village Hall as possible location for a Defibrillator

Unanimously agreed the Village Hall should have a defibrillator.

Actions: JB to continue supporting Parish Council on acquiring.

Need to determine best location – needs to be visible yet secure.

6 Any Other Business – as this was an Extraordinary meeting there was no AoB

Future meetings:

20th May 2019

12th August 2019

7th October 2019

24th February 2020

start time 7:30pm?

(elect Chairperson, review Letting charges for 2019 / 20, presentation by sub comm)

Extraordinary meeting – if required

(to include review of Letting charges for 2020 / 21)

Annual General Meeting

Meeting closed at 21:50

Following table amended based on discussion during the committee meeting.

Gilston & Eastwick Village Hall DRAFT Letting Fees			
Please note: all lettings are charged a minimum of one & half hours			
Community Events - where ALL residents are invited and no “entrance fee” is levied. For example: Meet & Greet, Pancake Tuesday, etc. plus age related events such as “Messy Church” Please discuss with the Bookings Officer or any member of the Village Hall Management Committee			
Non profit Making Events Eg Mum & Toddler Groups, Coffee Mornings, U3A clubs	Regular Bookings 10 or more sessions	£8 per hour , minimum 1.5hrs If 10 sessions paid in Advance 11 th session Free of Charge	
	Casual Bookings	Residents of G & E £10 per hour, minimum 1.5hrs	Non residents £12 per hour, minimum 1.5hrs
Commercial bookings Eg Yoga classes	Regular Bookings 10 or more weeks Must be paid in Advance * *	£10 per hour - minimum 1.5hrs If 10 weeks paid in Advance 11 th week Free of Charge	
	Casual Bookings	£15 per hour - minimum 1.5hrs	

* * Commercial Regular bookings – new commercial ventures please discuss with the Bookings Officer or any member of the Village Hall Management Committee

Future agenda items:

- Discuss possible change of start time
- Proposals from sub committee ASAP
 - Potential improvements
 - Potential new hirings
 - Amendment to letting fees
- May meeting -
 - Matters Arising including:
 - Appoint Chair and third Trustee
 - Waste bin
 - Memorial garden
 - Car Parking Agreement
- Auditing of accounts?
- Holding Trustees & Charity / Managing Trustees
- Land Registry
- Letting Agreement for Commercial bookings