

Gilston and Eastwick Village Hall Management Committee

Business Meeting Minutes – Monday 4th February 2019

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

2. Apologies: None

Members of the public Rev. Wendy Carter WC, Patricia Goy PG, Frank Twitchett FT

3. Minutes of the previous Business meeting held 1st October 2018 were agreed to be an accurate record.

4. Minutes signed as accurate record, proposer KH, seconder TB

5. Reports

MJ thanked committee for their confidence in asking her to stand as Chairperson for a further four months / next committee meeting and welcomed everyone to the new committee.

As Mr David Jackson has also resigned as Trustee there is another Trustee vacancy.

5.1 Treasurer's report:

- ME is now the authorised counter signatory to TB on cheques, etc
- Income, estimated £3,400, v Expenditure, estimated £4,034, projected to be £634 deficit in 2019
 - WindHill Academy Trust, due to funding cuts, have not continued their regular booking;
 - New hirers include Spring Box and increased table tennis bookings.
- TB still trying to change annual bank statement to reflect Village Hall Accounts financial year which runs 1st February to 31st January
- Barclays Bank closure of the Sawbridgeworth branch has made paying physical cheques into the account more problematic.

Suggestion –Post Office, now located at the High Wych Memorial Hall, is able to accept such cheques.

- Hall insurance due for renewal imminently.
 - TB recommended insurance stays with Allied Westminster (underwritten by Aviva). This includes £180,000 rebuild, contents £6,200, public liability £5 million, legal costs, various indemnities and potential excess costs between £100 and £200.
 - Renewal quotes received for 1yr £786.12, 3yr £748 or 5yr £733

Action: Insurance to be renewed with AW for 3 year period, proposer KH, seconder CL

- Section 106
 - Outstanding monies, £19k, finally received from East Herts Council (EHC). This refunded money previously spent by the Village Hall Committee. The committee was reminded that a total of approx. £67 k available for “community facilities”; ie the village hall. EHC still have approx. £48k available for further hall improvements which needs to be spent by 2026.
- Bank Balance to end financial year, 31st January 2019, estimated at £40,000
- TB requested Letting charges be reviewed at the October meeting each year to enable any changes to be signed off at the AGM in February – agreed

Vote of thanks to TB for his continued hard work and support, proposer CL, seconder ME

5.2 Parking fees

As agreed at the June 2018 meeting MJ informed those residents paying parking charges (per annum charge currently £70 per car, 6 off, & £40 per motor cycle, 3 off) they would no longer be collected in arrears but collected in advance. Fees continue to be collected at 31st January, ie end financial year. To date MJ has collected most of the car fees but none of the motor cycle fees.

Action: MJ to collect outstanding parking charges.

5.3 Outside audit report by MJ

- Some of the gutters have weeds growing out of them.

Action: MJ agreed to action

- A large tree, which self seeded, is beginning to encroach on telephone cables.

Action: ME to source two quotes (one from Gilston Wood Yard) for “stump” removal

- Hedging along west boundary is again encroaching into the car park.

Action: JB to raise with owners of adjoining property.

- Waste bin at front of the hall to be replaced. ME thanked for emptying this bin on regular basis.

Action: CL to look into replacement bin and liaise with ME.

- Memorial garden, alternative proposals circulated by MJ for comment

Action: to be added to March agenda

6. Matters arising from October 2018 minutes.

- Trustee vacancies. Appointment of ME as Trustee (replacing Pat Wood) has not yet been formalised. KH informed the committee the appointment of new Trustees requires the authorising signature of the existing Trustee(s) only and does **not** require legal signatory

Action: JB to use previous New Trustee Appointment document to generate necessary document for ME
Further investigation necessary to ensure correct documentation / recording.

7 Any Other Business

1. Hall and facilities potential improvements.

Section 106 monies (£48k) plus the offer of some of the Parish Council New Homes Bonus – substantial amount of money available for hall improvements.

KS informed the committee of a WhatsApp survey she had conducted with Terlings Park residents.

Several useful ideas and comments were received, which KS has collated, suggesting potential improvements to the hall which would make it more attractive to residents and potential hirers.

2. How to increase income

JB informed the committee of her research of other local Village Hall websites and discussions with their village hall committee members – other local village halls appear to have many more bookings / events and cheaper.

Action: sub group created, ME, JB, SB & KS, to investigate:

- a. Potential projects for hall and facility improvements
- b. Potential letting opportunities
- c. Letting fees

Sub group to report back to full committee asap

3. Trustee vacancy resulting from Mr David Jackson’s resignation.

Committee welcomed Katie Spencer’s willingness to become a Holding Trustee and recommends her to the existing Holding Trustees, noting her excellent communication channels with a significant proportion of Gilston residents (Terlings Park), enthusiasm to see the hall more central to the community, existing experience including as a Trustee of at least one other organisation, etc.

Action: JB to use previous New Trustee Appointment document (if appropriate) to generate necessary document for KS.

4. Letting costs for Gilston & Eastwick Community events

JB expressed concern that recent community events, which are offered free of charge to all members of the G&E community, organised by WC & SB have been charged full Letting rates.

Action: Community events will continue to pay full letting rate. In the event of committee agreeing to alternative reduced charges a rebate will be made. This will include Messy Church, January 2019 and Pancake Tuesday, March 2019 and any subsequent community events.

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 -
 - Appoint Chair and third Trustee
 - Memorial garden
 - Car Parking Agreement
- Auditing of accounts?
- Holding Trustees & Charity / Managing Trustees

Future meetings:	25 th March 2019	Extraordinary meeting
	20 th May 2019	(elect Chairperson, presentation by sub group)
	12 th August 2019	Extraordinary meeting – if required
	7 th October 2019	(to include review of Letting charges)
	24 th February 2020	Annual General Meeting

Meeting closed at 9:55pm

Actions completed since Feb Business Meeting – for information

5.2 Parking Fees

Obtain receipt book?

5.3 Outside Audit:

- Guttering: Mr P Finlay has contributed three protective covers and Mr J Joy is contributing labour and use of ladder to clear guttering and put the covers in the highest drain tops.
- Large self seeded tree removal

Following receipt of two quotes K & B Contractors appointed to remove tree. Proposer JB, seconded MJ, KH & KS.

- Hedging encroachment along west boundary

JB discussed with owners of adjoining site and asked for more significant hedge trimming to reduce encroachment on the car park.

Membership of CDA, £35 per annum www.cdaherts.org.uk/

This has been approved via email and actioned