

# Gilston & Eastwick Village Hall Management Committee (VHMC)

## Wednesday 5<sup>th</sup> October 2022 Business Meeting

### Minutes

Meeting opened: 19:05

Meeting closed 20:50

**A. Present:** Amy Abblitt, AA (Bookings Officer), Trevor Brown (residents' representative), Janine Bryant, JB (Parish Council representative & minute taker), Yolande Clark, YC (residents' representative), Linda Harvey LH (Treasurer), Christine Law, CL (PCC representative), Keith Masek, KM (Chair), Claire Reilly, CR (residents' representative)

**Apologies:** Mayer Nissim, MN

**Members of public** – Alison (Parish Vicar), Sarah Bagnall (Church Warden)

#### 1. Minutes of previous meetings

BM, June 2022 approved

2. Matters arising – none not on the agenda

**Action:** Approved minutes to be uploaded to Parish website **CL**

#### 3 Treasurer's Report

See Table August/September below

Several maintenance / repair tasks completed recently:

- Motion activated lights installed in toilets

- Damaged ridge tile replaced, damaged roof corner above kitchen repaired

Monies invested at the CCLA – income / interest frozen awaiting evidence the Village Hall is deemed to be a Charity

**Action:** LH & JB to provide evidence to CCLA

3i Building & Contents Insurance

Claim being made for roof repair (corner of kitchen roof).- will lose some No Claims Bonus

Need to add the projector & sound system as named items – SB informed Treasurer £5,000

**Action:** LH to inform Insurance company – projector & sound system

3ii Grounds Maintenance

**Action:** LH monitoring standard of grounds maintenance.

3iii Honey bees have been removed from wall. Honey collected is to be donated to the

Sawbridgeworth "pop-up" shop

**Action:** TB offered to repair damaged render

3iv Committee confirmed there will be no additional hire charge for use of projector & sound system.

3v Transfer of Treasurer responsibilities nearly complete, LH now has access to on-line & telephone banking.

**Action:** LH to add additional "signatories" – KM & JB

#### 4. Booking Officers Report.

4i Bookings continue to be reasonably healthy – parties and small number of regular bookings (along with some new enquiries).

4ii Average weekly income approx. £210.

4iii Further complaint received about level of noise by Church Group – they have arranged for sound engineer to test their equipment.

4iv Committee agreed to "SAMS Puppy Training Classes" for trial period.(5 in favour)

**Action:** AA to liaise with Sam (essential floor properly cleaned, etc)

4v One YMCA still not paid, approx. £870 outstanding

**Action:** LH to pursue

**Action outstanding:** Fridge relatively new and in good working order. Some time ago the committee agreed to sell, approx. £100. **To be responsibly disposed of.**

#### 5. Car Park fees – 2023 / 24

Chair Keith Masek

Vice chair Janine Bryant

Treasurer Linda Harvey

Bookings Officer Amy Abblitt

email: gevillagehall@gmail.com

Committee members: Trevor Brown, Yolande Clarke, Christine Law, Claire Reilly

Charity Registration 302368

October 2022

All agreed fees to remain as 2022 / 23 (£80 per car, £45 per motorcycle, £180 for 3<sup>rd</sup> car)

## 6. VH provide “Warm Space” during the winter?

Proposal to open the Village Hall (day / times to be determined) for a trial period January & February 2023. To help residents who may be experiencing hardship during the Cost of Living Crisis the VH is offering a “warm space” for residents to work or socialise.

Extra electricity costs for heating & lighting the hall and coffee & tea making during non-income generating activity to be monitored as Parish Council has agreed to pay these as a “Community Benefit”.

### Actions:

- I. Rota of Committee members, and possibly Parish Councillors, to be prepared. **JB**
- II. Warm Spaces to be advertised across all mediums: Parish Magazine & website, WhatsApp groups, etc **ALL**

## 7. Improve & promote hall presence

October Parish Magazine cover & back page colour advert

**Action:** Further exploration of independent website, etc needed **AA & ALL**

## 8. Re-Registration with Charity Commission

**Action:** LH & JB pursuing

## 9. Land Registry – no change

All necessary documentation completed and passed to Bates & Wells for submission to the Land Registry. Have been advised completion unlikely before June 2023

## 10. Hall improvements?

- |   |                        |
|---|------------------------|
| a. New chairs                           | <b>JB more tables?</b> |
| b. Outside storage                      | <b>KM</b>              |
| Essential to clear the “Committee Room” |                        |
| c. CCTV security system / alarms?       | <b>LH &amp; KM</b>     |
| d. Solar panels plus battery storage    | <b>JB</b>              |
| e. Refurbish toilets                    | <b>JB</b>              |
| f. Electric Vehicle chargers            | <b>LH</b>              |
| g. Glassware for kitchen                | <b>TB</b>              |
| h. Sanding, etc hall floor              | <b>CR</b>              |

## 11. Future meetings, all to start at 7:00pm

Wednesday 22 <sup>nd</sup> February 2023	AGM & Business Meeting
Wednesday 7 <sup>th</sup> June 2023	Business Meeting
Wednesday 4 <sup>th</sup> October 2023	Business Meeting

## 12. Any Other Business

Amy Abblitt moving out of Terlings Park. Amy has proved to be an excellent Bookings Officer and will be sorely missed.

**Action: new Bookings Officer needed**

## Actions – Business Meeting 5<sup>th</sup> October 2022

	Action	Who	Status
2	Approved minutes to be uploaded to Parish website	CL	Done
3	Provide evidence to CCLA re charitable status	LH & JB	Done
3i	Inform Insurance company – value of projector & sound system	LH	Done
3ii	Monitor standard of grounds maintenance.	LH	
3iii	Repair render damaged when bees removed & ivy	TB	
3v	Additional on-line banking “signatories” – KM & JB	LH	
4	Potential new “regular” booking – puppy training	AA	
	Chase payment from One YMCA	LH	
6i	Warm Spaces rota for Jan & Feb 2023	JB	
6ii	Advertise Warm Spaces	ALL	
7	Further exploration of independent website, etc needed	AA & ALL	
8	Pursue re-registration with Charity Commission as Charitable Incorporated Organisation	LH & JB	
10	Various hall improvements being assessed	ALL	
a	New chairs & tables	JB	
b	Outside storage	KM	
c	CCTV security system / alarms?	LH & KM	
d	Solar panels plus battery storage	JB	
e	Refurbish toilets	JB	
f	Electric Vehicle chargers	LH	
g	Glassware for kitchen	TB	
h	Sanding, etc hall floor	CR	
12	New Bookings Officer needed	ALL	
	O/S from kitchen refurbishment – redundant fridge to be found new home		
	Subsequent to meeting		
	Shutters for kitchen hatch		

August/September

Category	Records	Expense	Income	Bank Community	Bank Savings	CCLA	
Electricity	2	63.12 x2=126.24					
Insurance	0						
Maintenance	Cleaning, Garden, Windows	Windows x2 . 60. Garden 180. Cleaning 192					Gardening invoice of £165 due
Rates & water charges	2	36.52					
Replacements	1 cleaner/Henry	165					
Bank interest					0.14		
Hire of hall	11		1356.5				£204 church. 2 Days late- owed £870 by YMCA baby group
Wi-Fi	2	70.1					
Carparking							
Electrical repairs	Toilets & light	1175.27					
<b>Total</b>		2005.13	1346.5	0.14			-658.63
<b>CCLA units 52.42</b>						Last £1078.9	Last dividend received 2016- maybe owed £78
<b>Balance</b>				28187.53	466.67	1078.9	

	Potential Projects	Estimated cost inclusive of VAT	Lead Comm mem
1	Outdoor storage shed	£4,218 see below	KM & LH
2	Solar panels and battery storage Planning application preparation and fee  Concerns regarding life span of existing roof tiles. Need to quote for roof tiles replacement before solar panels installed??	Drawings £380 Prepare planning app £100 EHC planning app fee £360?  Panels, etc – Section 106	JB
2b	Replace roof tiles on south east facing roof		JB & LH
3	CCTV		LH & KM
4	Additional folding trestle tables (4?)	£80.63 each <a href="http://www.aspli.com">www.aspli.com</a> £175 <a href="http://www.gopak.co.uk">www.gopak.co.uk</a> 148.14 <a href="http://modirect.co.uk">modirect.co.uk</a>	JB
5	<b>Chairs</b> Budget Comfort Padded Folding Chair – 80 chairs  High Hanging Trolley - 3 Row trolley, holds 108 padded folding chairs	Gopak.co.uk £4,158.72 (80 chairs @ £52 each) £644.52	JB
	Mogodirect.co.uk  Unit 9 Maxted Park Maxted Road, Hemel Hempstead Hertfordshire HP2 7EP  email: <a href="mailto:hello@mogodirect.co.uk">hello@mogodirect.co.uk</a>	Classic 84 folding chairs and trolley, £1,782 each  Comfort 28 folding chairs & trolley £1,465.60 each Comfort Plus 28 folding chairs & trolley £1,393.20 each	

Chair Keith Masek  
Bookings Officer Amy Abblitt  
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email: [gevillagehall@gmail.com](mailto:gevillagehall@gmail.com)

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	01442 736 384		
6	Kitchen hatch roller blind	£	
7	Glassware	Free of Charge?	TB
8	Hall flooring – sand and seal		CR
9	New website		
10	Electric car charging points		LH
11	Refurbish toilets?		

10x6 superior apex	£1030
extra large 3ft6 door if wanted	£80
rubber roof if wanted	£258
oil base light brown treatment externally if wanted	£120
deliver and build	£160
6 inch solid concrete base	£885
digging sight building concrete retaining wall and removing all rubbish	£1685
total	£4,218

upgrade from 12mm to 18mm cladding if wanted £258

Solar Panels [solarguide.co.uk](http://solarguide.co.uk) [solarpanelprices.co.uk](http://solarpanelprices.co.uk)  
 Describes **solar “tiles”** – needs to be complete roof replacement  
 Tesla produces roof tile solution – not available yet and likely to be VERY EXPENSIVE  
 GB Sol, Welsh based manufacturer only makes “solar slate” [gb-sol.co.uk](http://gb-sol.co.uk)  
 £294/sqm or £8,449.00 for a 4kW system.  
 Solecco Solar, also British but more expensive (double) than GB Sol  
 around £12,000 for a standard 4kW system  
 Above pricing does not include delivery, installation or battery storage