

Gilston & Eastwick Village Hall Management Committee (VHMC)

Wednesday 7th June 2023 Business Meeting

Minutes DRAFT

Meeting opened: 19:05 Meeting closed 20:04

A. Present: Trevor Brown TB (residents' representative), Janine Bryant, JB (Vice Chair & note taker), Yolande Clark, YC (residents' representative), Linda Harvey, LH (Treasurer & Parish Council representative), Christine Law, CL (PCC representative), Claire Reilly, CR (residents' representative), Erin Reilly, ER (Bookings Officer)

Members of public – none

1. Apologies: Keith Masek, KM (Chair)

Action: TB acting chair

2. Review Minutes of previous meetings

AGM, February 2023 approved

BM, February 2023 approved

Matters arising – **action tables** updated, see below (**Tables 1 & 2 below**)
no further items not on the agenda

Action: Approved AGM & BM minutes, February 2023, to be uploaded to Parish website **CL**

3. Treasurer's Report

See Table 3 **March, April, May 2023** below

Contingency / Roof fund. Monies held in Barclays Business Account have been moved to CCLA to receive higher interest. Surplus raised at the Coronation Race Night deposited into this account.

Action: LH to transfer into direct account with higher interest

Future / on-going commitments:

- Folding chairs and trolley(ies)
- Hedge trimming – agreed to share cost of significant trimming of hedge on eastern boundary with neighbour. Cost to Village Hall £1,236
- Booking Officers charges outstanding
- Grounds maintenance – concern that current arrangement (£55 per mth for 3hrs) is not keeping the grounds as neat as we want. Explore possibility of new contract but need to ensure appropriate licences and liability insurance of any future contractor.
- Land Registry lawyers advice – unknown cost to meet additional Land Registry requirements

4 Bookings Office update

Since the last meeting:

- We have had about 10 parties and private events at the Hall since Feb 2023 meeting
- We have continued interest for regular bookings – Children's music playgroup, Yoga class (5 sessions booked), Sam's dog training re-booked.
- Polling station hire
- Adam Howard (see Table 4 for AH project proposal) – potential new activities in the Hall. We sent a survey round to residents about the Hall.
 - Feedback from survey:
 - Most requested were evening classes over any other time
 - Most requested were exercise and creative classes
- About 60% of casual hall hires have been from Harlow and surrounding areas
- Overall bookings (including parish council meetings, community events, free events), 65% are residents and 35% are from Harlow.

Upcoming event:

- Lockdales' Valuation Day Roadshow – Monday 26th June 11am-3pm

Other points:

- The front door has become very stiff and hard to open

Chair Keith Masek

Vice chair Janine Bryant

Treasurer Linda Harvey

Bookings Officer Erin Reilly

email: gevillagehall@gmail.com

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

Charity Registration 302368

June 2023

- Website
- Facebook page
- Flyer Hand-out
- Potentially adding Erin’s contact information on the Parish website

Actions: ER to publish poster promoting Village Hall for Children’s Parties, etc on the various village WhatsApp groups

ER to investigate use of Facebook to promote the Village Hall

ER to ask Lockdales for valuation of the “vintage” chairs with view to selling

5. Land Registry Update

The Land Registry has finally reviewed the papers submitted March 2022. Unfortunately, they have requested further information; 2nd termination letter from ME resigning as a Holding Trustee, utility bill, clarity of address (confusion due to lack of letter box).

6. Hall improvements?

Progress on projects **Table 2** below

7. New business / hire opportunities – Table 4

LH, JB & ER met, 2nd time, with Adam Howard, Sports Events and Project Manager, Active in the Community CIC (Tel: 07538 70656, email adam.howard@aitc.org.uk)

Action: ER, LH & JB to pursue with Adam

8. Improve & promote hall presence

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

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

Wednesday 4th October 2023

Business Meeting (date confirmed)

Wednesday 28th February 2024

AGM & Business Meeting

10. Any Other Business

gevillagehall@gmail.com generic email address monitored by Booking Officer

Table 1 – Outstanding Actions, including carried forward from 22nd February 2023

	Action	Who	Status
	Repair render damaged when bees removed	TB	
	Further exploration of independent website, etc needed	ER & ALL	
2	Approved Feb 23 AGM & Business minutes to be uploaded to Parish website	JB & CL	
3	CCLA deposit to be transferred into direct account with higher interest	LH	
5	Land Registry – continue to chase	JB	On going
6	Various hall improvements agreed	ALL	
	See Table 2 Hall Improvements		
*	New hire opportunities with Active in the Community (Adam Howard)	ER, LH & JB	
8	Improve & promote hall presence	ALL	
	Booking Officer monitors generic email address, gevillagehall@gmail.com		
9	Future meetings , all to start at 7:00pm Wednesday 4 th October 2023 Wednesday 28 th February 2024		Business Meeting AGM & Business Meeting

Table 2 Hall Improvements, status June 20230

The following improvements were approved by the whole committee

Approved & in progress			
1	Solar panels and battery storage, including necessary planning permission	JB	
2	Replacement folding chairs and trolley(s) 2 * 24 £2,838.60 (inc VAT)	JB & LH	
3	Drinking glasses (tumblers) for kitchen	TB	
4	Hall floor & skirting boards - sanding and resealing. Booked w/c 14 th August 2023 (Colin, Flooring Solutions) £2,440 (no VAT)	JB ER	
5	Projector wifi, requires additional electric socket (Steve Millar)	JB / LH	
Completed			
6	Kitchen Hatch shutter & screens	LH	
7 & 8	Car park improvements – widening entrance and painting parking space markers	LH	
Projects not yet agreed June 2023			
9	New website		
10	Additional folding tables		
11	CCTV for car park & inside the hall deferred – fortunately little damage occurred and no vandalism, GDPR requires significant administration		
12	Outside storage unit deferred – currently able to store reasonably well within small store cupboard and entry lobby		
13	Electric car charging points. EHC conducting tender exercise to source supplier(s), once tender in place we will be able to use (Linda Mehan is our EHC contact)		
14	Refurbish toilets on hold. Replacement taps and motion sensitive lighting recently completed		
15	Redesign loft access to enable easier and safer access		
16	Roof tiles will probably need replacing sometime in future – agreed to setup a contingency fund and organise fund raising activities	LH	

Table 3 Finances March, April, May 2023

Table 1

Outgoings	March	April	May			Agreed costs	Added costs
Cleaner	£308 - for 3 months					The extra agreed costs to come this year are the floor and the chairs. Chairs - £1782 -84 with trolley , Floor-£2450	Maintenance of the bank and associated hedges bordering 34.after sharing cost with neighbour-£1236
Gardener							
Windows & gutters	£30.00		30				
Electricity	242.70	301.37	274.64				
Wi-Fi	35.05	41.66	41.66				
Water	18.26	18.26	18.26				
Race night							
Booking officer							
Car park maintenance	£3204.00						
Solicitors re land registry	£720.00						
Bins							
Bills towards solar panels .Discount plans Ltd. .www.planning		480	100 & 298			Total cost £878	
Mug for Amy	11.48						
Total extra outgoings to come							£5468.00
Total outgoings	£4715.95	841.29	762.556				
Income	1798.77	823.50	1153.5			£210 received for heating costs from Parish council/ March - extra income from late payments- all now received.	
CCLA. .76.9 units held @ £19.012			£1462.02				
Business premium account	Closed & CCLA units purchased.						
Race night			437			To be transferred to CCLA as future fund for roof etc.	
Alford Storage			61				
Held in Account	23,619.14	23601.25	24,490.29			Previous £28634.63	
Total assets							

Table 4 New Activities project (Adam Howard proposal), Tel: 07538 706560

Activity	One off costs	Weekly costs		No. weeks	Total cost	Anticipated unique participants
	Equipment cost	Instructor cost	Refreshments @ £1.25per head			
Forever Cycling	£200	£35	£0.00	18	£830	12
Zumba Gold	£50	£35	£0.00	42	£1,520	16
Seated Yoga	£50	£35	£0.00	24	£890	12
Group Walk	£75	£25	£0.00	30	£825	14
Coffee Morning	£75	Volunteer led	£450	18	£525	20
				132		74
Marketing					£700	
M&E					£500	
PM Cost (tbc based on no. activities decided)					£1,500	
Total project cost for all activities					£7,290	

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June 2023