

**Gilston & Eastwick Village Hall Management Committee (VHMC)**  
**Wednesday 10<sup>th</sup> November 2021 Business Meeting**  
**Minutes – approved 23<sup>rd</sup> February 2022**

**A. Present:** Amy Ablitt, AA (Bookings Officer), Trevor Brown, TB (Treasurer), Janine Bryant, JB (Parish Council representative & minute taker), Yolande Clark, YC (residents; representative), Keith Harvey, KH (Holdings Trustee), Christine Law, CL (PCC representative), Keith Masek, KM (Chair)

**Apologies:** Mayer Nissen, MN (residents' representative), Claire Reilly, CR (residents' representative)

**1. Minutes of previous meetings**

AGM, August 2021 approved (proposed TB, seconded YC)  
BM, Feb 2021 approved (proposed CL, seconded TB)  
Matters arising – replacement vice-chair. JB approved (proposed TB, seconded AA)  
KH was thanked for his years as VC  
BT Business Broadband installed, monthly direct debit £27

**2. Resignation of Katie Spencer noted.**

Committee thanked KS for her efforts as chair of this Committee and wished her well.

**3. Hourly remuneration (AA asked to leave meeting during this item)**

Unanimous agreement that Booking Officer be paid £10 per hour on receipt of invoice.

**4. Land Registry**

JB updated the Committee on very slow progress with moving this forward.

**5. Replacement door lock for Main Entrance**

The lock replaced with mortice and key code locks. TB thanked for arranging.  
Mortice lock keys have been given to: AA, TB, JB, CL, CR, cleaner, "Sunday church group"

**6. Kitchen refurbishment – scheduled to start Wednesday 24<sup>th</sup> Nov 2021.**

- a) JB has received email confirmation from Jackie Bruce, East Herts Council Section 106 officer, that the submission has been duly authorised and the requested amount, £23,882.77, will be BACS transferred into the Village Hall bank account shortly.
  - SB Building Services, Bishop's Stortford, have been appointed to supply (cabinets & appliances from Howdens) and install. This follows evaluation of 3 alternative quotes which were assessed for Best Value – JB, KM, AA & CR.
- b) Committee agreed to dispose of majority of crockery, etc. New crockery, cooking utensils (suitable for induction hob), cutlery, etc to be purchased.
- c) Fridge and inline water heater both relatively new and in good working order. Committee agreed to sell; fridge £100, water heater – to be decided.
- d) Cleaner to be informed of upheaval that will be caused during refurbishment.

**7. Car Parking – fees 2022/23 and Conditions of Parking**

- a) Committee agreed to increase parking fees for 2022 / 23 from £70 per car & £40 per motor cycle to £80 each car (max 2 cars per household) & £45 per motor cycle.
- b) Due to concern that sufficient parking be available for hall hirers committee agreed to discourage more than 2 cars per local resident by increasing the annual fee to £180 per additional car approval at the discretion of the committee.

**Action & completed:** Thank You note for 2021/22 payment with details of new fee rate and conditions to be produced and delivered to local residents benefitting from Village Hall car park.

Letter agreed by KM, TB & JB and delivered.

**Action:** produce and distribute "parking badge"

Chair Keith Masek

Vice chair Janine Bryant

Treasurer Trevor Brown

Bookings Officer Amy Ablitt

email: gevillagehall@gmail.com

Committee members: Yolande Clarke, Keith Harvey, Christine Law, Mayer Nissen, Claire Reilly

Nov 2021

## 8. Hall Hire Fees and Conditions review

Committee agreed to

- Add a new “evening” hire rate for Mon to Thurs, hall available between 6:00pm & 10:30pm at a rate of £30 / £36 – regular booking; £36 / £42 – casual booking.
- Apply a cancellation fee for bookings cancelled less than 4 weeks prior to hire date; 50% of hire fee
- Whole weekday rate of £400
- Remove the deposit
- Request to hold activity on New Year’s Eve turned down

**Action:** Hall hire rates table and Conditions of Hire amended to reflect changes.  
Amended hire rates and T&Cs to be posted on the website

## 9. Honey bees nesting in side wall.

During the summer the bees are a Health & Safety risk, particularly during swarm activity.

**Action:** early summer seek pest control assistance to remove. Carry forward to June 2022.

## 10. Assess what additional hall improvements would offer best value for the community and drive forward.

- a) Determine how the hall can be made more sustainable (for example, solar panels, insulation, air heat source pump, electric charging points, and similar improvements)
- b) Refurbish toilets, need baby changing facilities
- c) Drop down projection screen

a) Committee interested in investigating cost of better insulation in ceiling void above hall. But unwilling, at the present time, to pursue other “sustainable” initiatives; such as solar panels, air heat source pumps, etc. Committee reminded this could jeopardise future access Section 106 monies.

**Action:** JB find cost for additional insulation and identify grants we could apply for.

Discuss solar panels, etc at next committee meeting

b) Committee agreed to purchase & installation of baby changing shelf to be located in the disabled toilet.

**Action:** AA to source

c) committee agreed to investigate cost of projector and drop down screen

**Action:** KH to investigate and bring back to the committee

## 11 & 12 Improve hall’s presence on social media and promote hall availability to residents.

Carried forward

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

Wednesday 23<sup>rd</sup> February 2022

AGM & Business Meeting

Wednesday 1<sup>st</sup> June 2022

Business Meeting

Wednesday 12<sup>th</sup> October 2022

Business Meeting

## 14. Any Other Business

Hall bank account approx. £41,000

### Actions to be carried to future meetings

4. Land Registry update

6. Kitchen refurbishment

7. Car Parking 2022/23 letters to residents, permit – Feb 2022 meeting

8. Amended hire rates and T&Cs posted on website

9. Removal of honey bees – June meeting

10. Hall improvements – investigation of major projects

10 a) roof insulation JB

10 b) baby changing shelf AA

10 c) projector and screen KM

11&12 Improve & promote hall presence

**Meeting closed** at 10:00pm

Chair Keith Masek

Vice chair Janine Bryant

Treasurer Trevor Brown

Bookings Officer Amy Ablitt

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Committee members: Yolande Clarke, Keith Harvey, Christine Law, Mayer Nissen, Claire Reilly

Nov 2021