

Gilston & Eastwick Village Hall Management Committee (VHMC)

Wednesday 22nd February 2023 Business Meeting

Minutes

Meeting opened: 19:27

Meeting closed 21:41

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

Apologies: none

Members of public – none

1. Minutes of previous meetings

BM, October 2022 approved

2. Matters arising – **action tables** updated, see below
no further items not on the agenda

Action: Approved October 2022 minutes to be uploaded to Parish website **CL**

3 Treasurer's Report

See Table **October / November 2022** below

Maintenance / repair tasks completed recently:

- Ceiling and entrance light repairs
- Damaged ridge tile replaced and damaged roof corner above kitchen repaired AGAIN

Accounts

- Monies invested at the CCLA have been released and interest added since Village Hall reinstated as a Charity

- Funds in Barclays Business Account to be transferred to CCLA account

- EICR (Electrical Installation Condition Report) not necessary until 2024

- One YMCA continue to be slow payers

- Car Park fees have been received

Action: LH transfer monies in Barclays Business Account to CCLA

3a Fees – current & future

Current hire rates unchanged.

Hire charge for small meeting room agreed at £10 per hour (maximum 8 people) **New**

Community events (where all residents of E&G invited at no charge) will continue free of hire charge but restricted to maximum of 5 events per annum per organisation.

Action: AA to update the fees table

4 Bookings Officer replacement confirmation

AA resigning as moving from the village.

Committee happy to welcome Erin Reilly as our new Bookings Officer

Action: committee thanked Amy for her enthusiasm and hard work in making the hall more accessible.

5. VH opened as “Warm Space” January & February 2023

The hall was opened each Monday during January & February between 12:00 and 19:30 with volunteers in attendance to prepare hot & cold drinks and snacks.

Unfortunately, there was little interest from the community despite advertising in the Parish Magazine and web site and the various WhatsApp groups.

Parish Council agreed to pay extra electricity costs for heating & lighting the hall and coffee & tea making as a “Community Benefit”.

Action: JB to update Parish Council

LH to advise PC of extra cost incurred and arrange transfer

Big thank you to all the volunteers who enabled the hall to open as a Warm Space

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

February 2023

6. Land Registry – no change

Bates & Wells have advised completion unlikely before June 2023, email copied to LH

7. New business / hire opportunities

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

“We would look to set up a range of activities, would source instructors, we would market the sessions and manage all of the reporting. The hope is that we make as many of these sessions sustainable so they continue to run once the funding ends, meaning long term, regular income for the venue.”

Committee agreed to ask Adam for his support in finding new hirers & activities

Action: JB, LH & ER to pursue with Adam

8. Hall improvements?

Various projects approved See **Table 2** below

9. Improve & promote hall presence

October Parish Magazine had cover & back page colour advert

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

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

Wednesday 7th June 2023

Business Meeting

Wednesday 4th October 2023

Business Meeting

Wednesday 28th February 2024

AGM & Business Meeting

12. Any Other Business

June 2023 Agenda items gevillagehall@gmail.com, etc

Table 1 – Actions 22nd February 2023

| | Action | Who | Status |
|----------------|--|-------------|---|
| 3iii Oct 22 | Repair render damaged when bees removed | TB | Awaiting thermal imaging |
| 7 Oct 22 | Further exploration of independent website, etc needed | AA & ALL | deferred |
| 2 | Approved Oct 22 minutes to be uploaded to Parish website | CL | Done |
| 3 | Transfer monies from Barclays Business Account to CCLA | LH & JB | Done |
| 3a | Update fees table | AA | Done |
| 5 | Warm space update March Parish Council meeting costs to be collected from Parish Council | JB LH | |
| 6 | Land Registry – continue to chase | JB | On going |
| 7 | New hire opportunities with Active in the Community (Adam Howard) | JB, LH & ER | |
| 8 | Various hall improvements agreed | ALL | |
| | See Table 2 Hall Improvements | | |
| 9 | Improve & promote hall presence | ALL | |
| 10 | Future meetings , all to start at 7:00pm Wednesday 7 th June 2023 Wednesday 4 th October 2023 Wednesday 28 th February 2024 | | Business Meeting Business Meeting AGM & Business Meeting |

Table 2 Hall Improvements

The following improvements were approved by the whole committee

| | | | |
|---|--|-------------|--|
| 8 | Various hall improvements agreed Feb 2023 | ALL | |
| | Kitchen Hatch shutter & screens | LH | |
| | Solar panels and battery storage, including necessary planning permission | JB | |
| | Additional folding tables | JB LH | |
| | Replacement folding chairs and trolley(s) 2 * 28 | JB, KM & LH | |
| | Drinking glasses (tumblers) for kitchen | TB | |
| | Hall floor & skirting boards - sanding and resealing | JB CR? | |
| | Car park improvements – widening entrance and painting parking space markers | LH | |
| | Projector wifi | JB | |
| | | | |
| | Projects not yet agreed Feb 2023 | | |
| | 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) | | |
| | CCTV for car park & inside the hall deferred – fortunately little damage occurred and no vandalism, GDPR requires significant administration | | |
| | Outside storage unit deferred – currently able to store reasonably well within small store cupboard and entry lobby | | |
| | Roof tiles will probably need replacing sometime in future – agreed to setup a contingency fund and organise fund raising activities | LH | |
| | Refurbish toilets on hold. Replacement taps and motion sensitive lighting recently completed | | |
| | Redesign loft access to enable easier and safer access | | |

Actions – from October 2022 Business Meeting and their status 22nd February 2023

| | 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 | Done |
| 3iii | Repair render damaged when bees removed & ivy | TB | Awaiting thermal imaging |
| 3v | Additional on-line banking “signatories” – KM & JB | LH | Done |
| 4 | Potential new “regular” booking – puppy training | AA | Done |
| | Chase payment from One YMCA | LH | On-going |
| 6i | Warm Spaces rota for Jan & Feb 2023 | JB | Done |
| 6ii | Advertise Warm Spaces | ALL | Done |
| 7 | Further exploration of independent website, etc needed | AA & ALL | |
| 8 | Pursue re-registration with Charity Commission as Charitable Incorporated Organisation | LH & JB | Done |
| 10 | Various hall improvements being assessed | ALL | Following carried forward to Feb 2023 |
| 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 | Done |
| | O/S from kitchen refurbishment – redundant fridge to be found new home | | Done |
| | Subsequent to meeting | | |
| | Shutters for kitchen hatch | | |

October/November

| Category | Records | Expense | Income | Bank Savings | Bank savings | CCLA | |
|-----------------------|--|------------|--------|--------------|--------------|--------|---|
| Electricity | Taken out oct | 126.42 | | | | | Imminent 118.91 |
| Insurance | Annual | | | | | | |
| Maintenance | Cleaning, Windows, garden | Approx 368 | | | | | |
| Rates & Water Charges | 18.26 x2 | 36.52 | | | | | |
| Replacements | Electrical Maintenance/ ceiling and front door | 217.82 | | | | | |
| Hire of Hall | 2 | | 634 | | | | |
| WI-FI | 35x2 | 70.1 | | | | | |
| CarParking | | | | | | | |
| Roof repairs | Ridge tile & damaged apex | £965.00 | | | | | |
| Insurance payment | Amendment | 11.34 | 665 | | | | |
| Total | | | | | | | |
| CCLA Units 52.4 | | | | | | 955.97 | Last dividend received 2016- amount owed approx £92 |
| Gift for service | | 255.48 | | | | | |
| Booking charges | 6 months | 660 | | | | | |
| Balance | | 2710.68 | 1299 | | | | |
| Actual Balance | | | | | | | 27799.40 |