

# Gilston & Eastwick Village Hall Management Committee (VHMC)

## Wednesday 18<sup>th</sup> October 2023 Business Meeting

### Minutes

Meeting opened: 19:00

Meeting closed 20:31 Venue: Treasurer's house, Eastwick

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

**Members of public** – none

**1. Apologies:** Trevor Brown TB (residents' representative)

**Action:** JB acting chair

#### **2.) Resignation of Chair and acting replacement to 2024 AGM**

Keith explains reasons for resignation.

Janine, as current vice Chair, offers to temporarily take Chairman role until 2024 AGM and Claire to take minutes

#### **3.) Review of last Business Meeting minutes, including Actions table 1.**

Minutes approved - to be uploaded onto Parish website (JB & CL)

Actions brought forward & new actions:

- LH & JB to investigate moving funds into higher interest CCLA account.
- KM to contact supplier / installer about projector wifi
- PAC testing will be needed during 2024, CR & LH to seek quotes

#### **4.) Treasurers Report & items for discussion**

- Income & Expenditure for Aug & Sept circulated
- Solar Panels & battery storage

Grant of £19,189 received from East Herts Section 106 for solar panel and battery storage installation.

Deposit paid leaving £9,699 to be paid, all funded from the S106 grant.

Panels, etc. will be fitted 7th/8th Dec. scaffolding will go up the Monday before.

Annual utility charges

- Cost of water and internet have both increased

#### **5.) Bookings Update, including new hirings & opportunities**

- New bookings include: Sherin to take Sat night, Taylor Wimpy 2 days, Baby Massage, Yoga on Wednesday nights, children's acting/voice over group. The church have booked a few days for next year. JB to arrange a fitness class, initial sessions foc.

- Add/check that any injuries incurred at the hall will be covered by the bookee's insurance. Add something to T&Cs to say that they accept the risk if something happens and that the village hall will not be held responsible.

#### **6.) Land Registry - still no progress! JB to chase**

#### **7.) Hall Improvements**

Solar panel installation

- Clear out the electrical cupboard for the solar panel batteries. Need to arrange a date to do this.

Additional tables & chairs

- The committee is grateful to the Stansted Airport Community Fund who have given a grant of £1,840 to purchase additional tables, chairs and trolleys JB / CL will place the order.

Chair

Acting 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

October 2023

We need to get rid of some of the old tables and Erin will sell the vintage chairs on eBay for a min of £10 each.

Grounds & hall tidy-up

- The probation service / Community Service will be coming to do some jobs; potential tasks include tidy garden to the side of the hall, cutdown/trim buddlea, clean steps, repaint bars, paint building inside and out. LH is waiting to confirm if the village hall insurance covers the care of the people doing the work and may have to increase the insurance cover a a max agreed extra cost of £100. Any materials (eg paint) will need to be supplied by the VHMC

If this is sorted out them we agreed Friday was the best day for them to come.

8.) Storage of the Parish Council Gazebo

We all agreed we didn't have anywhere to store the gazebo.

9.) Improve & promote hall presence

ER to claim location on google.

ER to advertise through WhatsApp when all of the current lettings have confirmed for next year.

10.) Future Meetings

Wed 28th Feb 2024 AGM & Business Meeting

Mon 10th June 2024 Business Meeting

Mon 14th Oct 2024 Business Meeting

Mon 17th Feb 2025 AGM & Business Meeting

11.) AOB

Thank you to Keith Masek for his time & contribution as chairman.

Dates of meetings to go into the Parish Magazine.

**Table 1 – Outstanding Actions, including carried forward from 22<sup>nd</sup> 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	LH	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, <a href="mailto:gevillagehall@gmail.com">gevillagehall@gmail.com</a>		
9	<b>Future meetings</b> , all to start at 7:00pm Wednesday 28 <sup>th</sup> February 2024		Business Meeting <b>AGM &amp; Business Meeting</b>

Chair

Acting chair Janine Bryant

Treasurer Linda Harvey

Bookings Officer Erin Reilly

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**Table 2 Hall Improvements, status June 2023**

The following improvements were approved by the whole committee

<b>Approved &amp; in progress</b>			
1	Solar panels and battery storage, including necessary planning permission	JB	
2	Replacement folding chairs and trolley(s) 2 * 24 <b>£2,838.60 (inc VAT)</b>	JB & LH	
3	Drinking glasses (tumblers) for kitchen	TB	
4	Hall floor & skirting boards - sanding and resealing. Booked w/c 14 <sup>th</sup> August 2023 (Colin, Flooring Solutions) <b>£2,440 (no VAT)</b>	JB ER	
5	Projector wifi, requires additional electric socket (Steve Millar)	JB / LH	
<b>Completed</b>			
6	Kitchen Hatch shutter & screens	LH	
7 & 8	Car park improvements – widening entrance and painting parking space markers	LH	
<b>Projects not yet agreed June 2023</b>			
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 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	
<b>Total project cost for all activities</b>					<b>£7,290</b>	

Chair

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