

Gilston & Eastwick Village Hall Management Committee (VHMC)

Wednesday 28th February 2024 Business Meeting

Minutes

Meeting opened: 19:16

Meeting closed 20:16

Venue: Gilston & Eastwick Village Hall

A. Present: Trevor Brown TB (vice Chair), Janine Bryant, JB (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

Apologies: none

1.) Review of last Business Meeting (23rd October 2023) 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.
- PAC testing not needed until 2025

2.) Treasurers Report & items for discussion

- Income & Expenditure circulated (Income Nov + Dec £2,522, Outgoings Nov + Dec £1,733)

- Annual utility charges

Cost of water and internet have both increased

- Change CCLA Account for more interest, proving to be an onerous task **LH**

- LH asked the committee to consider charging the PCC a letting fee for events which are designed to produce a surplus. ER suggested applying the discounted rate.

- The insurers need us to have an accident repair book.

Action: Erin will add a sheet into the information folder in the kitchen

3.) Bookings Update, including new hirings & opportunities

a. Last 6 months

- Elena Baby Bliss - Thursday mornings
- YMCA - Wednesday mornings
- Sam Fitness - Monday mornings
- Sam Dog Coach
- Sherin - taking on the Saturday evening bookings
- Cratus bookings
- 19 private bookings & parties in last 6 months
- Some Saturdays we have had 3 bookings

b. Upcoming

- Baby bliss continuing
- New yoga class interested
- Sherin continuing with Saturday & Sunday bookings
- Polling station booking
- Council meeting bookings
- 7/8 bookings and provisional bookings over the next couple of months.

The PCC are hoping to hire the hall in November for a Quiz Night. Christine will, when date has been decided, contact Sherin who has a Saturday evening booking to see if she will cancel for that evening.

c. **Erin** will remove the bank details from the booking form so that people can't pay before Erin has confirmed the booking is accepted and send to Christine to update on the website.

Chair Janine Bryant

Vice chair Trevor Brown

Treasurer Linda Harvey

Bookings Officer Erin Reilly

email: gevillagehall@gmail.com

Committee members: Yolande Clarke, Christine Law, Claire Reilly

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d. & e. **Erin** will give Janine the login to the village hall email and register her phone number so she can login to the emails when Erin is away.

Letting, etc rates review

- We will find out if people bringing bouncy castles have their own generator or are using the hall electrics as this could be costly. We will monitor the cost over the next 6 months and see how the solar panels work to see if they can cover the cost and review in the October meeting. We may consider an extra charge of £5 per booking?
- We need to review the letting charges in the October meeting to apply in Jan 2025

Security

- The hall door lock is getting stuck. Erin will spray to see if this fixes it and if not will have to consider getting a locksmith.
- The security lights outside don't stay on for long enough and the car park lights are not working.

Action: Linda will contact John to take a look.

4.) Land Registry - still no progress! LH pursuing

5.) Hall Improvements

Completed

a. Solar panel installation completed and registered with EoN's Smart Export Guarantee (SEG - Buy back scheme)

Additional tables, chairs & trolleys

13 chairs, 2 GoPack tables plus trolley for chairs and trolley for tables kindly paid for by the **Stansted Airport Community Fund**

Action c/f: Erin to investigate selling the "vintage chairs" on eBay for a min of £10 each.

b. Potential future projects

i. The **Probation Service** / Community Service will be coming to do some jobs. Waiting for them to return their forms. Insurance has confirmed all OK. Need to

- book a skip for the weekend they do the work;

- check it is a weekend where there are no bookings.

Tasks will include: Gardening at the front of the Hall, painting the railings, painting the seat, hang the cords for the blinds higher so children can't reach them, paint the wood on the walls inside the hall white (Linda to buy the paint).

ii. Possible installation of **electric vehicle charging** points on hold until the land registry is completed.

6.) New business / hire opportunities

Waiting to hear from East Herts Council if Adam Howard's grant submission (on our behalf) has been successful

7.) 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.

Hall promotion is going well. We have the advert in the parish magazine and bookings this year have been good.

Chair Janine Bryant

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8.) Future Meetings

Mon 17th June 2024 Business **Meeting** **date has been changed**

Mon 14th Oct 2024 Business Meeting

Review Hire charges and booking officer & cleaner rates

Mon 17th Feb 2025 AGM & Business Meeting

9.) AOB Dates of meetings to go into the Parish Magazine.

Table 1 – Outstanding Actions, including carried forward from October 2023

	Action	Who	Status
	Approved October Business minutes to be uploaded to Parish website	JB & CL	
1	Repair render damaged when bees removed	TB	
2	Vintage chairs – advertise on eBay	ER	Carried forward
3	Further exploration of independent website, etc needed	ER & ALL	
4	CCLA deposit to be transferred into direct account with higher interest	LH	
5	Land Registry – continue to chase	LH	On going
6	Review Letting, etc rates for 2025	ALL	
7	Various hall improvements agreed	ALL	
	See Table 2 Hall Improvements		
8	New hire opportunities with Active in the Community (Adam Howard)	ER, LH & JB	Waiting on EHC decision on grant
9	Improve & promote hall presence	ALL	
10	Booking Officer monitors generic email address, gevillagehall@gmail.com	ER	Authorise JB to access

Table 2 Hall Improvements, status February 2024

Approved but not yet completed		
1	Drinking glasses (tumblers) for kitchen	TB
2	Projector wifi, requires additional electric socket (Steve Millar)	JB / LH
Completed		
3	Kitchen Hatch shutter	LH
4	Replacement folding chairs and trolley(s)	JB & LH
5	Car park improvements – widening entrance and painting parking space markers	LH
6	Hall floor & skirting boards - sanding and resealing.	JB ER
7	Solar panels and battery storage, including necessary planning permission	JB
8	Additional folding tables, chairs and trollies	JB
Projects not yet agreed February 2024		
9	New website	
10	CCTV for car park & inside the hall deferred – fortunately little damage occurred and no vandalism, GDPR requires significant administration	
11	Outside storage unit deferred – currently able to store reasonably well within small store cupboard and entry lobby	
12	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) Need Land Registry completion	
13	Refurbish toilets on hold. Replacement taps and motion sensitive lighting recently completed	
14	Redesign loft access to enable easier and safer access	
15	Roof tiles will probably need replacing sometime in future – agreed to setup a contingency fund and organise fund raising activities	LH

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