

Gilston & Eastwick Village Hall Management Committee (VHMC)

Thursday 19th December 2019 Extraordinary Business Meeting Minutes

Present: Trevor Brown (Treasurer), Janine Bryant (Parish Council representative & minute taker), Sarah Bagnall (residents representative), Yolande Clark (residents representative), Maxine Evetts (Holdings Trustee & Bookings Officer), Mary Jackson (Holdings Trustee), Christine Law (PCC representative), Katie Spencer (Holdings Trustee & Chair)

Apologies: Keith Harvey (Holdings Trustee & Vice – Chair),

1. **Deed of Appointment for new Holding Trustees** (MJ & KS) signed and witnessed
2. **Minutes of 28th November 2019** agreed subject to Land Registry action although unanimously agreed requires proposer & seconder
(Proposer – MJ, Seconder – CL)

Action: CL to publish on the Parish website

Hard copy of minutes to be signed and stored with Village Hall documentation – see Item 8c ii

3. Matters arising – not covered in the Agenda

Car Parking Agreement – MJ passed names & addresses to JB

Actions: JB to prepare Car Parking Agreement for each resident, including notification of fee review for 2021

MJ to collect annual fee 31st January 2020

4. Heating Problem

Background – hall heating units failed to operate sometime between evening 7th Dec and evening 9th Dec. J F Electrical Contractors had to replace several modules in the heating control unit and recommended major overhaul due to age of some of the fuse boxes.

Note: electrical contractor advised current situation does NOT constitute a fire hazard.

Following discussion, it was agreed the electrical wiring be updated. As the VHMC are investigating potential improvements to the hall alternative electrical proposals are to be sought from contractors:

- remedial work to ensure hall is issued with new Electrical Certificate for the Insurance and
- full rewiring designed to be capable of expansion should the VHMC agree to future Improvement Project(s).

(Proposer – TB, Seconder – MJ)

Urgent Action: TB to get 2 alternative quotes (remedial for heating & complete rewiring) from at least two electrical contractors. Recommended remedial work needed urgently to gain relevant Insurance Certificate.

Note: The heating system was cited as the reason for the hall not being award a grant for Solar Panels (too energy inefficient)

Action: VHMC to include heating review as part of the potential Hall Improvements project **(Proposer – JB, Seconder – ME)**

5. Hall Bookings

Committee updated by ME, Bookings Officer, that Jo, Montessori new business initiative, very interested in hiring the hall but for unknown number of hours per week. Jo is unable to give start date until Business Plan approved & Finances raised – possibly after Easter. Jo prepared to pay for installation of land line and would like “garden” area tidied up where she hopes to install a lockable shed.

Actions: ME to get clarification from Jo of days / hours / etc proposed

“Garden” area to be tidied once confirmation of booking received.

Other potential bookings – ME informed Committee that 3 out of 5 viewings result in a booking. Both ME and KS have received feedback that kitchen area and size of hall has impacted possible bookings.

Action: Committee to pursue potential improvements to the hall.

6. Hall Improvements

Committee reminded electronic / digitised plans have been drawn up ready to pass to architects.

Committee requires an “options appraisal / feasibility study” to enable decisions on possible future plans for improvement to be discussed.

Action: KS to complete the East Herts Council Section 106 application form seeking £3k funding for architect’s fee to undertake “options appraisal / feasibility study”. **(Proposer – JB, Seconder – CL)**

Although Section 106 monies from Terlings Park (TP) development have been allocated to a Village Hall located outside Gilston & Eastwick it is possible the developers of TP will be willing to reassign funds from “sports facilities” to the G&E Village Hall

Action: KS to contact Bloor Homes & Millers requesting reallocation **(Proposer – JB, Seconder – CL)**

MJ asked why Solar Panels are no longer being considered – reminded that the Ofgem grant application was rejected as a result of inefficient heating system which led to hall being given Energy Performance Certificate E.

Note: Evaluation of Solar Panels is still included in the Options Appraisal.

Action: alternative heating systems to be considered as part of the Hall Improvements project

7. Community Event – 7th December 2019

MJ reported disappointing attendance despite being advertised on the front page of the Parish Magazine and on the Parish website.

Action: potential to merge “Meet & Greet” with Community Carol Service in 2020

8. Any Other Business

Housekeeping –

a) Committee agreed to the purchase of:

- | | | |
|--|-------------------------|------------------------|
| i. Hand wash soap for toilets | TB arrange with cleaner | (Action needed) |
| ii. Industrial salt for Hall Entrance & Car Park | MJ to purchase | (Action needed) |
| iii. Large doormat for entrance lobby | MJ to purchase | (Action needed) |

(Proposer – SB, Seconder – YC)

b) MJ suggested cleaner should have a key to the “committee room” – this was not felt to be necessary as cleaning not required due to amount of equipment, table tennis tables, etc, stored there.

c) MJ asked Committee to consider making better use of the left hand room (located at road end of hall).

- i. Move cleaning equipment into the “electrics room” – only if this does NOT restrict access to the fuse boxes etc
- ii. Move Village Hall Committee documents to the lockable cupboard (previously used to store music club materials) located in the “committee room”

Or possible move to Hertford Records Office?

- iii. Move some of the clutter, old tables, etc, from entrance lobby to the left hand room – see i above
- iv. Broken blind needs assessing for repair

Actions: “asset inventory & assessment” agreed 11:00am Sunday 26th Jan 2010 – as many Committee members to attend as possible please.

Post meeting – start time delayed to 12:00 noon

MJ to see if can find key to padlock on the “music” cupboard to enable relocation of archive documents

Future meetings:

26th January 2020	Tidy Up	11:00am	
2nd March 2020	Annual General Meeting & Bus Meeting		7:30pm??
Mon 18 th May	Business meeting		

Carry Forward Agenda items – Business meeting

1. Potential Improvements to Village Hall; eg kitchen area, heating, solar panels, etc
2. Investigate investment opportunities
3. Lettings agreement and T&Cs
4. CCTV
5. Bookings – deputy for Bookings Officer, calendar of bookings on Parish website
6. Front door lock
7. Date of Future Meetings

Carry Forward Agenda items – Annual General Meeting

1. Hire fees review, including car park fees
2. Land Registry progress
3. Review Holding / Custodian Trustee status