Minutes of Village Hall Committee Meeting – 25th September 2024

Attendees: John Knight (Chair & Trustee) Janet Richardson (Trustee), Andrea Tancred, Jennie Schamp, Jon Carpenter, Nick Pink

Apologies: Heather Bond

1 - Minutes of the meeting held in August:

The minutes of the August meeting were read & passed as true & correct.

2 - Matters arising:

Thanks were given to Chris Peachment for snagging work completed on the main hall Kitchen.

3 – Correspondence:

We have received two penalty charges from HMRC, which has happened previously. JC to investigate and make sure payments are made on time.

JK met with Jean Lambourne (Coffee Mornings & Heritage) and Lis Whalley (Heritage). They were concerned about insurance cover as hirers. JC to check our insurance policies and JK will report back to them.

JK to also check WIFI set up & security, (NP to check passwords etc), Fly posting and Fire signage for the hall.

Whilst discussing insurances and fire risks, barbecues should not be held on the grass area of the patio and dustbins need to be moved away from the building.

JC will confirm if the Hallmaster remote locking system passes our insurer's cover.

4 – Treasurer's update:

JC stated that whilst he still does not have access to Barclays but, with IH's help, was able to see the breakdown for August which showed a loss. This was mainly due to low bar takings because of the annual holiday period, but the bank balance is strong.

JK and Sue Knight will investigate changing our main bank account to Nat West or Lloyds.

JK will update the Charity Commission Trustee list in the next few days.

5 - Mardle & Website (Advertising control)

The Mardle advertising and invoicing was agreed to be handed over to Sue & Mick Ryder from now on, at the following rates:
A worded only advert would be £20.00 per annum (increased from £12.00).
An advert which contained graphics would be charged at £60.00 per annum (increased from £40.00).

These rates would be implemented from the date of all renewals.

6 – Shared drive/Hire agreement documents:

JS will update the safeguarding policy and AT agreed to be the safeguarding officer for the village hall should there be a need.

JC will update the Privacy Policy.

JK will update the Hire agreement with the relevant changes to the pricing structure and the occupancy numbers for various events.

Sue Knight has added instructions into the Hallmaster booking system to help hirers understand their own responsibilities.

7 – Maintenance update:

JK met with a villager, who will take the cut logs in the car park in exchange for two permanent restriction posts set in the back grassed area of the car park.

NP & Keith O'Neil will check the glass break alarms at the hall weekly and all safety check list recording will be kept in the filing cabinet in the council room.

NP is also looking at a possible alarm and CCTV system.

JK will purchase another light for the car park to replace the broken one.

8 – Bar update:

JK informed the Committee that a full stock take is planned for Tuesday October 8th which can then be passed to the Treasurer for helping towards the end of year financial position.

9 - Parish Council/School:

AT reported an issue with phone receptions in the village particularly O2 & Vodaphone, which the PC have been trying to resolve.

Bleed kits will be purchased and one will be installed near the defibrillator at the village hall.

The Farthings development will not go to committee but through the normal application process.

An electric bike had been chained to a NCC post in Wymondham Road over two weeks ago and the PC were trying to get it removed.

AT confirmed that the new windows had been installed at the School and thanks were given to the village hall for the payment of over £900 which was raised through various events.

10 – AOB:

JK renewed the Hallmaster licence for another year.

He had received a letter of thanks from Christine Minns for the free hire of the hall for a Church quiz event in early November. Christine has now taken some of our older crockery for church use and, should no one else come forward, JK will try to give it to a local charity such as Wymondham Dementia Group or similar.

Jean Lambourne is also to be given a free of charge hire (as we have in previous years) for her September McMillan fund raising coffee morning.

The annual Christmas tree lighting event will be on Friday December 6th. Michael Hill, Parish Chair, will run the event this year. It was agreed to have mulled wine and mince pies at the Village Hall. The Fish & Chip night, normally held on the second Friday, was scheduled for the 6th and it was agreed to keep to this date to allow people to use the Hall after the tree lighting.

It was confirmed that the proposed Fireworks event on November 5th was now cancelled.

The Committee agreed to a donation towards a present for Chrissie Moss who was retiring from her long-standing role as hall cleaner. JK would deal with this and re-claim through expenses.

JS informed the committee that free First aid training, other than the cost of certification, was available for a weekend that suited us in November. JK would check with all interested parties and agree a date (minimum of 6 people). Bar staff, committee members and regular external hirers who use the hall would be asked.

JC told the committee that he would not be standing for next year. This means a new Treasurer will have to be appointed asap.

JR also stated her intention to leave the committee but would happily remain in her capacity as a bank signatory and also running the monthly Cocktail evenings. However, she has been persuaded to stay on.

Next meeting was brought forward to Wednesday 9th October at 7.30pm.