

## **Village Hall Committee Meeting Minutes**

**Date:** Wednesday 9th April 2025

**Location:** Village Hall

### **1. Welcome and Apologies**

**Attendees:** Pam, William, Brian, Ginnie, Louise

**Apologies:** Abigail

### **2. Approval of Previous Minutes**

- Previous minutes approved.

### **3. Declaration of interests**

- Pam confirmed as Secretary of the Church Committee.

### **4. Matters Arising from Previous Meeting**

- Hall and reading room deemed unfit for purpose, which led to quicker decision-making and some trustees felt that they were not consulted on all changes.
- Legal requirements for trustees to ensure the hall meets regulations (Health & Safety, Insurance, intended use).

### **5. Trustee updates**

- Louise appointed as Safeguarding Lead.
- Pam to consult Paul regarding Health and Safety Officer responsibilities.
- Ginnie and Louise both enhanced DBS checked and certified.
- Ginnie first aid trained.
- Glenys' resignation confirmed.
- Awaiting confirmation of Richard's resignation.

### **6. End of Tenancy Notice**

- Inventory accepted.

- Electricity bill of £2790.92 (dated April) to be pursued via small claims court if unpaid.
- A response to Richard needs to be generated that acknowledges the issues he is raising are separate and there is still an outstanding balance.
- Committee happy to offer reasonable repayment terms, however if no offer to repay is made, we will be applying to the small claims court.

## **7. Community complaint**

- Complaints procedure is finalised.
- Two historical complaints
- One current complaint by previous committee member – Lou is investigating.
- Code of conduct to be added to induction of any future committee members and trustees.

## **8. Community facilities**

- Community business enquiring about toilet facilities for walkers.
- Deemed too much demand on committee due to current workloads.
- William will speak with Graham and Joss regarding their business plans and if they would like to put posters in our noticeboards.

## **9. Community events**

- General discussion of subcommittee proposal – accepted by committee for a 12-month trial period.
- Ring fenced budget for committee, all profits of events to be redirected back to village hall management committee.
- Pending approval following discussions with Helen Aitken.
- Electrical work to be completed w/c 14.4.25 to allow for 'Easter Fun Day'.

## **10. Bookings and Hall use**

- Birthday party bookings
- Young farmers enquiry to use hall – including pool table.

## **11. Buildings and maintenance**

**Self-Employed Cleaner:**

- Cleaner required for 12 hours per week under self-employed status.
- Advertisement to be created.
- Extra charge to be added to hire agreement if hall left unclean.

#### **Licensing:**

- All licensing documentation provided.
- Notice to be displayed in Reading Room window for 10 days.

#### **Risk Assessments:**

- Doormat required for back door.
- Ramp access route needs rails.
- Cleaning fluids to be stored in Reading Room.
- PAT testing and updated electrical testing needed.
- Kitchen poster to be installed.
- First aid kit checked and restocked.

**All other items have already been addressed.**

## **12. Finances**

- Discussion of Anne Fisher & Helen Armstrong to be removed as signatories from the bank accounts was agreed by trustees.
- Robert Gordon confirmed as Independent examiner.
- £104 received in interest on reserves.
- The accountant will examine the 2020/21 accounts so he can review the details that have been submitted to the charity commission.

## **13. Communication and transparency**

- Request for Emma's details to be removed from public minutes.
- William to speak with Ivan to follow up.

## **14. AGM Planning**

- AGM scheduled for Wednesday 14th May 2025.
- Letter drop to every house requested to encourage increased community attendance.
- Notices to be added to village boards.

- Update to be shared on short half-page about current progress.

## **15. Actions and Outstanding Items**

- Pam to check with Paul regarding HSO.
- Ginnie to review Key Safe Change policy.
- Lou to liaise with Helen Aitken re: subcommittee.
- Lou to send letter to Graham requesting funding.
- Lou to Email Richard regarding outstanding bill.
- Lou to write to parish council re: Easter trail.
- Ginnie to advertise for self-employed cleaner for hall.
- Lou to double-check hire agreement for extra charges for cleaning.
- Lou to order children's tableware.
- Lou & Ginnie: Child plug covers to be purchased.
- Ginnie: Poster for kitchen use: clarify age guidance
- Lou: food business registration/VHC regulations for sub-committee – contact Helen Aitken.
- Lou to draft AGM communications.
- Ginnie to ask George about front door painting.

## **16. AOB**

- Progress on booking app. - Lou to send out link for committee review.

A handwritten signature in black ink, appearing to be 'J. J.', with a long horizontal stroke extending to the right.