**ALL SAINTS AND DISTRICT VILLAGE HALL**

**MINUTES of the COMMITTEE MEETING held on**

**Monday 5th June 2023 at the Hall**

**Present:**

**Holding Trustees:** Clive Bareham (CB)

**Officers:** Lynda Porter (LyP) (Treasurer), Michael Shaw (MS) (Chairman), Liz Pedder (LP), Rita Holt (RH) (Bookings Officer)

**Elected members:** Jackie Larcombe (JL), Jo Kieran (JK)

**Co-opted members:** Brenda Bateman (BB), Mark Brooks,

**Representatives**: Barbara Foulkes (BLF) (Quilters/ COGS), Diana Jenner (DJ) (Off Beats)

**In attendance**: Ian Bateman (IB) (Sustainability Working Group)

**1** **Apologies for absence**: Janet Verplancke, Jo Purchase, Chris Galvin, Amy Hardy

**2 Minutes of Previous Meeting:** The minutes of the Committee Meeting held on 13th March 2023 were approved unanimously and signed by MS.

**3 Matters Arising**

* Fence (additional matter) is now complete. MS recorded his thanks to Michael Pritchard and Ken Jenner…with assistance from MS!
* Yellow warning lines, front steps (update) MS estimates that this will be completed during the first week of the school summer holidays, when footfall is at its lowest.
* Blinds for the kitchen: MS has contacted Hopsons. Their quote for plain roller blinds is £493, and £568 for PVC/blackout roller blinds, to include fitting, plus they will give us a 10% discount.

BB asked about the possibility of venetian blinds but they are likely to be much more expensive and difficult to keep clean. Unanimous agreement to go ahead with roller blinds. MS will canvas opinions about colour. JK suggested that ‘window wallpaper’ might be another solution to the issue of the kitchen getting too hot in summer.MS suggested we try the blinds first. He will also try to get the windows ‘serviced’ and working better.

**Action:** MS to order blinds and look at window servicing.

* Subsidence update: MS reported that things are moving forward. MS, CB and Michael Pritchard have recently met with the company dealing with this. The work will take approximately 3 weeks during August, and involves work inside and outside the hall. They will put a cabin in the car park. The bar area will be screened off so the chairs will be stored in the hall. MS has emphasised to the company that the work must be finished by August Bank holiday as we have a wedding booking then.
* Broadband: A donation of £250 per annum to the Parish Council has been agreed.

**Action:** LyP to arrange annual donation to PC

**4 Treasurer’s Report**

LyP presented her report and explained that because this is the beginning of the financial year, the figures have a rather ‘skewed appearance’ due to monies owing and paid. The financial report is attached to and forms part of these minutes.

CB queried the interest rate of Teachers Building Society.

**Action:** LyP will explore interest rates further.

JL suggested we might need to review the financial situation, with regard to designated accounts and amounts therein.

**Action:** LyP will review banking arrangements

MS referred to the HMRC £200 fine linked to Corporation tax, as discussed at the previous meeting, giving some background to the matter. Westcotts Accountancy have filed a report and there is no tax to pay with regard to Gift Aid.

MS has sent a letter to HMRC appealing the fine and awaits a response which is expected to take some time.

**5 ASVH website**:

LyP had posed a question at the previous meeting and suggested that the hall website needs updating. MS and JL are going to take a look. RH has trawled through the website and written a report which will go to MS and JL. MS thinks we should post meeting minutes on the website. JK suggested the Chair’s report should go on and LP suggested AGM minutes should be posted. This was agreed and JL will administer this.

MS asked all to email any further ideas to him.

A query was raised about the ‘donate here’ button, which JL defended as good practice in the charity sector.

**Actions:** MS and JL review website. JL to post minutes etc. once received from LP

**6 Fund Raising**

MS sought ideas from the floor for events in the autumn. A Quiz Night was agreed upon and JL will liaise with RH re a suitable date. A Film Night will also be up for consideration.

Linked to the website, JL asked about reference to ‘Raising the Bar’. MS suggested that we should take a more generic approach to fund raising at this point. There was a brief discussion about larger projects which will eventually need looking at.

**7 Sustainability working party (IB, JL, CB, MB) update**

IB has contacted the Carbon Saving Trust and still awaits a response.

IB recommended that an Environmental Policy Statement needs to be agreed first. CB has already put something together and IB recommends this should be adopted. MS asked IB to bring this to the next meeting.

The Centre for Sustainable Energy offers small and large ideas.

AS JL had cycled to the meeting, it prompted a discussion about a cycle parking rack. There may be an opportunity to acquire one from the Parish Council?

IB’s update report is filed with these minutes.

**Action:** Item on Sustainability Policy Statement to go on next agenda (LP)

**9 Any other business**

* BLF raised 3 points- the poor state of the ladies’ toilet brushes. MS agreed they should be replaced along with new toilet seats. BLF asked about key holders; MS has a list and will clarify.

The stage curtains need looking at as the stitching is coming adrift.

**Action:** MS to liaise with BLF re these items

* As a point of information, MS explained that the hall has been ‘under investigation’ as there is no TV licence. This is not a problem as long as we ensure that BBC programmes are not shown at the hall – although we have no TV, it is possible to stream BBC via our internet.

**Action:** This to be added to the hire T&Cs.

* MS proposed the words for a new car park sign now that the wall has be refurbished.

**‘Please kindly note that this is a private car park and is strictly reserved for users of the hall only. Vehicles and contents are left here entirely at their owner’s risk and the village hall management committee will accept no responsibility for any damage, accident or loss.’**

A discussion ensued, using an example raised by LyP to RH about a walking group who had identified ASVH as a suitable meeting and parking point. JK queried the purpose of the notice and asked what happens if there is an infringement. Policing the car park is problematic and MS emphasised that the key solution is that requests to park should be made in advance. Following further discussion, it was agreed that the new sign should go ahead as proposed.

**Action**: MS to organise car park sign.

* MS raised the question ‘where do we go from here?’, prompted by a question JK had asked MS during earlier discussions about a 5-10year plan for the hall. It was agreed that JL’s earlier ideas should be reviewed and new ideas generated for discussion at the next meeting.

**Action:** JL will recirculate her original paper. LP to add this item to the next agenda

* LyP suggested that ASVH should consider adopting a card reader (she has experience elsewhere) which costs £127 and charges 1.69% for transactions. She feels it would very useful, especially for the bar, as cash and especially floats are becoming increasingly difficult to arrange. MS clarified that this would be solely for hall use. Other organisations would need to decide on their own payment methods. All present agreed to go ahead.

**Action:** LyP to organise card reader.

* DJ announced that Off Beats ‘has folded’, but that she is keen to remain on the ASVH committee. MS confirmed that she will need to find an organisation to represent.

**10 Date of next committee meeting** 4th September 2023 at 7pm. (The meeting closed at 20.50.)