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| A logo for a village hall  Description automatically generated  Committee Meeting Minutes  3 March 2025 | |  |  |  | | --- | --- | --- | | **Member** | **Position** | **Inits** | | Peter Gieler | Chair | PG | | Jasper McGuire | Secretary | JM | | Roland Wales | Treasurer | RW | | Angus Idle | Residents Association | AI | | Andrew Flint | HAGA | AF | | Bev Beveridge | Climate Group | BB | | Bob Cook | Grounds | BC | | David Hilling | Resident | DH | | Diana Gibbons | Valley Players / Trustee | DG | | Graeme Card | Trustee | GC | | Graham Hall | Football Club | GH | | Jenny Ing | Pre-school | JI | | Louise Jones | Shop Rep | LJ | | Martina Healy | Football Club | MH | | Natalie Wilson-Jones | Booking Secretary | NWJ | | Paul Cooper | Art Group | PC | | Richard Adams | Resident / Tech | RA | | Sam Morris | Trustee | SM | | Steve Smith | Trustee | SS | | Kerry Franklin | Resident | KF | |

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| **Item** | **Minutes** |
| *Welcome* | * The committee meeting was opened by PG at 7:30pm |
| *Apologies* | * RA, GH, GC |
| *Record of minutes from the last Committee meeting* | * The date at the top was wrong – has been corrected in the Live notes * PG’s and JM’s “Positions” still had “Acting” * VS rent – Build-a-base is cheaper is not accurate (Remove line) * Figures said £75 but they are actually paying £100 – confirmed by RW |
| *Playground Ownership and Training* | * In the past KF and LTJ ran the group, and now needs an owner who needs to go to the next training is in Swindon * BB is qualified to perform the inspections weekly and monthly as he coveres checking the school playground * RA was going to make a flyer this month, but could be done by BB and no one needs to go to Swindon. Approved by the committee. * Official quarterly and yearly inspections need to continue as per requirements |
| *H&S Signoff Status* | * Thanks to Bob things are moving   + Asbestos Survey by Vintec Laboratories - Completed   + Legionella Survey by Infinity Water Treatment - Completed   + Fire Risk Assessment - Completed   + Curtains Cleaned and Fire Retarded - In Hand   + Emergency Lighting Checks – Changing failing bulbs at our expense   + EICR Safety Check - Arranged for the Easter holiday   + PAT Test – Due 11 March, after which BC will complete qualifications to be able to complete them and save money * **PG will request Pat to meet and sign off next month** |
| *Hire charge review* | * Trustees met and started discussions about costs. * **SS has written to RW to request more information regarding the costs over the last 3 years** |
| *Village hall Insurance* | * JM contacted our insurance brokers, who confirmed they will provide renewal quotes six weeks before the end of the insured period. Additionally, I will seek quotes from other brokers approximately two months in advance. * **JM to ask Naphill VH about their insurance** |
| *Jazz in the Village* | * JM reached out to the team from Jazz in the Village, and they have offered us multiple dates. Before confirming, we need to assign an event owner to ensure availability. * As they will be handling most arrangements, they need a contact to sort out technical logistics * **JM to send info to Bev and NWJ before giving any contact details** |
| *Family Day update* | * Paul from the RA has sent a thank-you email regarding the Village Hall’s £350 donation for Family Day. |
| *T&C Updates* | * **JM to send updated documents out to the committee** * Once ready these will go on the website and given to new hires * Regular hirers will get a version that has changes highlighted |
| *VH and RA meeting week change* | * The RA did not have a quorum to discuss changing the week in which RA meetings occur, so will discuss at the next monthly RA meeting occurring tomorrow (4 March 2025) * The VH Committee needs to be more of a community group and work with the other groups |
| *Hall deep clean* | * **Hall Deep Clean will be organised by BB, who will have a date before next meeting** |
| *Key/Fob inventory* | * Difficult job due to people cutting their own keys * Proposal to look into a new system for both small and large halls * It was noted that Hall Master can give out codes for such a new system |
| *Chairman’s / Trustees’ report* | * Trustees met last Thursday and PG will write up the report by next meeting   + Hire charge review   + Update H&S status   + Discussed a “Roland shadow” * PG has informed the trustees and the Management Committee that he is resigning as a Trustee of the Village Hall. This is because he finds there is a conflict of the role of the Chairman and a Trustee. * **JM will inform the Charity Commission of his resignation.** |
| *Secretary’s report* | * JM worked with Michael Sole to update the Hire Agreement document and the Safety and Fire Equipment map, which will be sent to all existing and new hirers. * Jason Wood kindly updated the Safety and Fire Equipment Map for free and has requested a Google review. **JM will coordinate with RA to submit a review on behalf of the Village Hall.** |
| *Treasurer’s report* | * We are in surplus for the first five months of the year, keeping our head above water. However we recorded a loss of £122 in February. * The VAT threshold is £90K—if exceeded, prices will need to increase by 20%. Last year, our turnover was £77K. * Energy costs 51% up on first 5 months - Other costs are going up too * 2 unexpected invoices for H&S, which is why we need a surplus. * JI: Something is not quite right with the heating. Thermostat may too high or timer may be out * 23/24 accounts to be submitted in March – needs to be audited before giving to JM – **JM and RW to check who should do this.** * Returns of deposits are not being authorised, can authorisors go to the website twice a week? **SS to check every Tue and Thu.** * Also need to check the day before the last working day of the month, otherwise invoices get paid in the next month – **SS agreed** * Need to change the process as authorisors don’t always know what an invoice is pertaining to. **SS to help RW with this.** * PC: Any increase in water bills? No |
| *Booking Secretary’s report* | * February was a good month with a good number of bookings for parties and ad hoc bookings. I’ve also had a good number of enquiries for the summer months as well as a number of viewings. I’ve tried to be more proactive on chasing payments for invoices for regular hirers and have ensured that all bookings for ad hoc hires have been paid at least two weeks before. I’ve liaised with Bob to get a slot available for the curtains to be treated and have informed the hirers of this. |
| *Grounds report* | * No update beyond what has already been covered in this meeting |
| *Technology report* | * No big changes to technology, minor tweaks and updates, nothing important to note. * There are some important items on the website that need to be updated, e.g. 2 different rates prices. **KF will send JM and RA issues she is aware of** * KF says she handed over emails and passwords when she left, so this shouldn’t be as difficult as it currently seems * No one is commenting on Google reviews * **JM to sync with RA about this discussion.** |
| *Increasing participation at the VH Committee Meeting* | * **SS tried and will try again to get the school PTA to join the committee meetings** * KF asked if Head Teacher would come too? Can do, but PTA was asked due to them also generating cash. * SM asked if local preschool parents may have an interest in being more involved * **KF to contact Great Kingshill PTA to see if they would also join the meetings** |
| *DG* | * Two One Act Plays to be put on by Valley Players on 4th and 5th of April |
| *JI* | * Can look at putting some form of gazebo/shading over the patio? * Can’t use the patio due to the sun in the summer * **BB to look at a “sail”** * Preschool don’t use the playground since the style was put in as children use it to “escape” |
| *BB* | * Weaved hedge/fence keeps being vandalised * Barriers made of tree stumps to block people using the bank by the hall keeps on being moved – we don’t know who it is * A sign is suggested to be placed nearby to detail inform people – approved by the committee. **BB to arrange.** * We should also put information on the webpage and facebook to inform parents and be eyes for the Climate Group |
| *PC* | * Art Workshop occurring this Saturday |
| *AF* | * HAGA running according to the programme * Had a good turnout on Friday despite late notification |
| *Choir* | * We already have 9 singing events in the 2025 calendar |
| *AI* | * Could we also have shadowing for RA roles, as per RW Treasurer shadow? * PG agreed this can be spoken about |
| *Next Meeting* | * Committee room, 7 April 2025 at 7:30pm |
| *Meeting Closure* | * Meeting closed at 21:19 |

# Addendum

*Embedded documents may require full Microsoft Word to open them.*

