
Camps Village Hall Committee

Draft Minutes of meeting held on Wednesday 1st March 2023 at 7.30 pm in the Village Hall.

1. Present

Terry Chapman, Richard Moore, Mike Pierson, Caroline Parkinson and Beverley Garbutt. Also present was Sue Herbert, a custodian trustee. Apologies have been received from Linda Shepherd, Jo Bishop and Susie Culpin. A quorum was present, so the meeting continued.

2. Approval of previous Minutes

Those trustees present approved the Minutes of the last full committee meeting held on 18.01.23. These were then signed and dated by the chairman.

3. Action Plan progress review

a. Communications:

- Mike advises that Face Book is up and running but needs content.
- Dicky advises that A4 posters for Shudy and Castle Camps are done. Regular User E mail Newsletter not issued recently, as nothing interesting to report!

b. Fund raising and social activities:

- A Social Race Night later in the year was proposed, but no date set.
- Susie's Jumble Sale on 4th February raised £410 and was also a sociable activity for the organisers. **Action: Susie to set a date for the next one.**
- Mike's Family Quiz Night was carried forward, maybe it could be held on a Friday. **Action: Mike to prepare an advertising leaflet for display at the CATS show on 31st March and 1st April.**
- The new Crafters Coffee Mornings Club is being run by Caroline Parkinson and 12 or more people turned up for a range of activities including knitting, crocheting, painting etc. This new event is being supported by the VH committee while Caroline looks for sponsors to cover costs, such as the "Warm Hubs" South Cambs. Council funding and maybe the Camps Event Committee fund offer.
- The Donation Box, set up in the entrance lobby is being used.
- *Subsequent to this meeting, we can report that Sue Buckingham's monthly "Tea, Cake and Chat" morning, held in the small room on Monday 6th March and the Afternoon Bingo held by Gillian and Joan Blackmore on Saturday 4th March were well attended and enjoyed by all. Both events will be sharing profits with the Village Hall.*

4. Financial report

- a. Account balances: Current Account: £9,228 as at last bank statement for February. Saffron Walden Reserve: £3,842 and Cash Account: £716. Cash flow is currently adequate.
- b. Hall hires are currently well booked. **Action: Mike will work with Susie on organising the booking schedule.**
- c. It was agreed that we currently do not have the resources to run full paying bars for big events such as wedding receptions etc. **Action now not needed for wedding reception on 3rd Nov. as booking now cancelled.**
- d. We are receiving the Government discounted electricity price and hope that the discount scheme will apply after April. Dicky is monitoring electricity usage.
- e. Mike is progressing the possibility of an application to the Garfield Weston charity fund.

5. Health & Safety and Risk assessment update.

- a. Weekly Checklist completed by Dicky. The Chubb 5-year contract is now £19 per month. Inspection of fire extinguishers complete and new CO2 and foam extinguishers supplied under the rental agreement. Certificate of Conformity issued.
- b. **Subsequent update:** *Securitas have taken over from Stanley for maintaining the fire alarm system. Inspection completed on 6th March. All in good order and fire safety logbook updated as required.*
- c. **Subsequent update:** *A new accident logbook installed in the kitchen cupboard alongside the first aid box.*
- d. New Fire Assembly Notice needed a solid backing, now made by Dicky and ready to install. **Action: Sue and Mike to erect pole and affix the sign.**
- e. **Action: Dicky to review and revise the Terms & Conditions and issue to hall users.**

6. Maintenance

- a. Additional stones in the car park will be spread by Clive.
- b. **Action: Dicky will chase the replacement of the lobby lights, also the service valve.**
- c. Proscenium Arch repainting. Carried forward.
- d. Dicky will clear rubbish, files and dispose of non-PAT tested electrical appliances from stage. *(Subsequently helped by Terry and Sue Herbert)*

7. AOB

- a. Brass plaque purchasing is to be progressed. Action: Terry will find agreed wording.
- b. We will put a notice of disposal on the abandoned car in the car park.
Subsequently done by Sue Herbert
- c. AGM date **provisionally** agreed to be **Thursday 18th May. Action: Dicky to confirm ASAP.**
- d. Youth Club equipment storage was discussed. Dicky had written to Sue and Malcolm Coxall.
- e. It was agreed that the under-stage storage, bay 1, currently in use by the YC, should be emptied ASAP and can be used by CATS afterwards.
- f. Dicky has applied to the Camps Event Committee for funding for 4 small tables to benefit older or less able users.

8. Date, place and time of next meeting.

Wednesday 26th April 2023 - 7.30pm in Hall.