Camps Village Hall Committee

Draft Minutes of meeting held on Tuesday 17th May 2022 at 7.30 pm in the Village Hall.

1. Present

Terry Chapman, Richard Moore, Mike Peirson, Susie Culpin, Jo Bishop, Linda Shepherd and Caroline Parkinson. Apologies have been received from Beverley Garbutt and Sue Coxall.

2. Approval of previous Minutes

Those trustees present approved the Minutes of the last full committee meeting held on 08.03.22 and the extraordinary meeting held on 31.01.22 These were then signed and dated by the chairman.

3. Mission Statement and Hall Action Plan review

The Mission statement was re-approved unanimously by the larger committee as a clear and concise explanation of the purpose of our hall. ***"A meeting place for everyone, an asset for the village of Castle Camps and beyond".***

Mike explained the ideas in the action plan and how they will benefit the perception, usage and finances of the hall, most of which need more active support and involvement to achieve, with some specific tasks that need volunteers. Mike highlighted:

- The Google Maps search function
- The new email address, being: castlecampsvillagehall@gmail.com
- The mobile phone for enquiries being: 07548 979346
- Better communication such as an advertising campaign
- A link to the village hall tab on the Castle Camps website
- An online calendar he has set up to record bookings.

An Open Day was proposed for Saturday 11th June to invite residents to experience the facility.
Subsequently it has been arranged to share a new style Annual Parish Meeting with the parish councillors at the same time, with a promotion leaflet to be issued, as we decided not to add to the Jubilee leaflet. Hall booked for 2 – 4 pm
Jo suggested a "Friends of the Hall" group be formed for practical help at the hall. All agreed with this idea.
Mike suggested a prominent "Hall for Hire" sign be erected and also the council finger post for the hall is not in good condition. Terry will ask for a replacement.
Dicky reminded us that we should give him an expenses form for any expenses we incur concerning the hall.
Susie said that it might be possible to run a jumble sale later this year.
A Halloween event for 30th October was suggested for 4-6pm. Is this an idea for the "Friends of the Hall"?

4. Committee management structure

As proposed at the last meeting, Mike will offer to be the deputy Chair at the officer appointment committee meeting immediately after the AGM, with a view to succeed Dicky as Chair in the year after, with Dicky then offering to remain as Treasurer.

5. Financial report

a. Zero Carbon Communities Fund. Mike advised that we wait for the next funding round.
b. Current Account has £8,722 Saffron Walden Reserve £4,357 Cash in hand £234 and cash flow is adequate at present.
c. Changes to bank signatory for approval are long winded but will be progressed when appropriate.
d. Hall bookings are improving and a likelihood that new group hirers might apply.
e. Proposal was suggested to have a £10 winter heating surcharge added to hiring costs in view of the energy price rises.

6. New bookings/invoicing procedure

This is now working well and Dicky now invoices all hirers.

7. New Terms & Conditions

The latest versions of this and the booking letter were unanimously agreed.

8. Expenses

A mileage allowance policy was agreed at 45p/mile for CVH activities.
A £150 payment was agreed to cover the line rental for Susie's contact phone.

9. Health & Safety and Risk assessment update.

a. Weekly Checklist repairs have now been done, but Gents toilet now leaking.
b. A fire assembly point sign needs to be installed near the gate onto the Rec. Terry will ask CCPC for permission.
c. Smoking/Vaping signs update. It was decided that no further signs are needed.
d. Dicky discussed his meeting with Stanley Alarms. They offered to take over our alarms with a new maintenance contract that will be about £500 per quarter.
e. Dicky explained the non rubbish collection issue. The reason given was that we had a purple bin for recycling but should have had a green bin for general waste. SCDC will send us a green bin

10. Maintenance

a. Internal decoration project was carried forward, but it was proposed that we have a Spring Clean project done before our Open Day. This is to be discussed at our AGM.
b. Repair to immersion heater done as it only needed a new thermostat.
c. Toilet repairs done but one still leaks.
d. Dicky discussed an idea to repair/ reinforce some cupboards.

11. AGM

a. Committee members present confirmed they would stand again
b. Annual report is to be drafted by Terry. Financial report is to be done by Dicky. *Subsequently Chris Swan has inspected the Accounts for the AGM.*
c. AGM documentation in hand. Terry will ask Chris Swan to add AGM meeting notice to Castle Camps website. *Now done.*

12. AOB

a. Purchase of brass plaque for the late Mr & Mrs Chapman to be arrange by Susie using the revised wording. Polishing of existing plaques was carried forward to be done at the Spring Clean project.
b. Mike has a personal Premises Licence which he has offered to be used for the hall when needed, but we will also continue with the TENs arrangements.
c. PAT testing cost and flower arrangement cost were requested by Susie and were approved.

13. Date, place and time of next meeting.

AGM on Monday 30th May 2022 in village hall at 7.30pm, to be followed by officer appointment meeting immediately after.