
Camps Village Hall Committee

Draft Minutes of meeting held on Wednesday 30th October 2019 at 7.30 pm in the Village Hall.

1. Present

Terry Chapman, Susie Culpin, Jo Bishop and Dicky Moore.

Apologies were received from Caroline Parkinson, Sue Coxall, Linda Shepherd and Beverley Garbutt.

2. Appointment of Officers and approval of previous Minutes

Following the AGM, those present approved the appointment of the same officers as last year: Dicky Moore as Chair and Treasurer, Susie Culpin as Bookings Manager and Terry Chapman as Secretary.

Those present also approved the Minutes of the last full committee meeting held on 23rd October 2018. These were then signed and dated by the chairman. The draft AGM minutes were also reviewed.

3. Matters arising not listed elsewhere

- a. CCTV installation was carried forward.
- b. Car park extension.
CC Parish councillor, John Biggs, who lead the working group, circulated an email saying that from consultations, the recommendation is that no action is needed, as user groups who use the field for parking have the responsibility to return the field to its original state.
- c. Hall Licensed Supervisor arrangement.
12 Temporary Events Notices (TENs) can be used annually. We have paid £180 this year for a licence which covers these TENs and other activities such as entertainment.
- d. Blinds for the skylights now installed. Jo advised that the blinds have to be manually closed/opened.

4. Financial report.

- a. Current Account has £6,027. SW Reserve account has £1,682. Another £1,000 is due to be added soon from bookings.
- b. Following the closure of NatWest in Haverhill, its replacement by Lloyds Bank is progressing. Susie to pursue in due course.
- c. Hall bookings are currently good.
- d. Payment for Annual Music Licence to PPL/PPS noted.

5. Correspondence.

- a. Cambridge ACRE send regular emails about Halls that achieve a quality rating, to encourage others to apply! Also promoting village hall "National Celebration Week" in February.
- b. Sheffield Hallam Uni. survey was completed by Terry.
- c. Online completion of Charity Commissioners annual return by Terry noted.
- d. 2 Park Lane Planning notification received. Agreed no action needed.
- e. Enquiry to put a notice on our board for a Helions Bumpstead music event rejected as there is no reciprocal agreement (in the past, we were refused permission to put notices on the Helions Bumpstead board for our events.)

Subsequent to this, Terry replied to the enquiry and had a response from the enquirer who is a new member of the HB committee and wasn't aware of any issue. She was surprised as they seem a nice

bunch of people. Terry checked with Susie and Dicky and this issue was some time ago and we agreed to put the notice on our board and suggest a reciprocal arrangement with them.

6. Events/fundraising.

- a. Jumble Sale in April raised £407. Susie advised that the next one will be on 16th November. All good jumble welcome!
- b. Social Race Night last Nov. Raised £650 (of which £357 were from ticket sales). No plans for one this year. Maybe next November if people are well enough
- c. We raised about £160 from teas and refreshments at the village fete.
- d. Village and Makers Market proposal carried forward.

7. Risk assessment review.

- a. Checklist review done weekly by Susie. There is a broken manhole cover. Clive is due to repair it.
- b. Side path issue funding application carried forward.
- c. Regular users' meetings proposal not advanced. Delete from next agenda.

8. Maintenance

- a. Exterior woodwork and interior decoration carried forward to next spring when we'll get quotes.
- b. Gutter repair. C/F
- c. Main hall lights LED replacements. Susie rang Ivor Argent for a quote, he will visit on Friday.

9. A.O.B.

- a. Booking form amendments pending Dicky reviewing old forms – carried forward.
- b. Mike Peirson offered to join the committee.
Agreed that Terry should invite him to our next meeting to see how the committee works.
- c. Emergency alarm pull cord for disabled requested. Agreed that Ivor should be asked for a quote. (Also ask him about the broken socket in the hall)
- d. Low brick wall hazard. Agreed to install rails for safety. Susie to arrange job and given a spending limit of £350.
- e. Dicky to lay our wreath at the Remembrance Day ceremony on Sunday 10th November.
- f. *Subsequent to meeting, Susie confirmed that the Polling Station for the 12th December election will be in the small meeting room.*

10. Time, date and place of next meeting.

Wednesday 12th February 2020 in village hall at 7.30pm