Camps Village Hall Committee

Draft Minutes of meeting held on Wednesday 19th July 2023 at 7.30 pm in the Village Hall.

1. Present

Terry Chapman, Richard Moore and Mike Pierson. Also present was Sue Herbert, a custodian trustee. Apologies have been received from Linda Shepherd, Beverley Garbutt, Caroline Parkinson, 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 26.04.23. These were then signed and dated by the chairman.

3. Action Plan progress review

a. Communications:
- Mike will have two volunteers to help with Face Book content.
- Regular User E mail Newsletter is ongoing. Nothing of note to be reported.
- Halls4Hire website photo options. Mike will ask FB users for any photos that might show how the hall could be used and decorated for functions.
- Updated Camps website hall tab with new prices was noted.
- Positive response to the Castle Camps Parish Open Day/ Community meeting on 20th May in the Hall. One outcome was a carvery meal proposal from Marion Searle, subsequently successfully held and Richard thanked Marion for the before and after cleanliness.
- AGM was held on 17th May and the existing committee trustees were re-elected.

b. Fund raising and social activities:
- A Social Race Night later in the year was proposed for 21st October.
- Mike will organise a Jumble Sale with Sue Herbert's help possibly in September.
- Mike's Family Quiz Night is work in progress.
- Youth Club's unused equipment and other items such as the bowls carpets were discussed as we have a need for the occupied space. This is an ongoing issue.
- Caroline sent an email (as she was unwell with Covid) to advise that the Crafters Morning Club is progressing well.
- The Donation Box, set up in the entrance lobby is still being used.
- Sunday table Top Sale idea was carried forward.

4. Financial report

a. Account balances at present: Current Account: £8,781.70 Saffron Walden Reserve: £3,849.30 and Cash Account: £103.49. Cash flow is currently adequate and the treasurer Richard commented that this is an expensive month with some increases in expenses.
b. Hall bookings are holding up well with many evenings taken. A booking order acknowledgement is being trialled, see Procedures point below.
c. Richard has a new 2 year fixed rate tariff of £140/month with E.ON and a smart meter is to be connected.
d. Mike investigated the possibility of funding from the Garfield Weston charity fund for a new kitchen but we need to wait for new grant funding.
e. Hall insurance update was noted.
f. Richard advised that online banking is work in progress with some matters to be resolved with this complicated process. Also Alison Speed needs to be removed as a cheque signatory.

5. Booking procedures.

Richard explained that due to unforeseen circumstances, he had taken over hall bookings for the previous 3 weeks or so. He used this opportunity to test the new order acknowledgement system he had developed. He received positive feedback from those customers who took part in the trial and that they could continue using the new system if they wished. It was agreed that the current processes should be reviewed and to possibly update the CambsACRE Hall4Hire website details. ACTION: review at next meeting. *Subsequently the bookings secretary has been able to resume the taking of bookings.*
The use of a key safe was discussed, but there was some concern about vandalism and the monthly PHS access. Carried forward. *Subsequently Richard tried it with his own key safe but some keys would need to be removed to accommodate.*

6. Health & Safety and Risk assessment update.

a. Weekly Checklist completed by Richard. Fire alarms are tested weekly. Lighting check will be done when power is off for the smart meter installation.
b. Less expensive fire alarm service provider needed as cost is now £546 per quarter. Mike and Richard to research other providers and Richard will check historical files to see if the current equipment is ours or owned by Blick/Stanley.

7. Maintenance

a. Additional stones in the car park have been spread.
b. Nothing serious to report on the maintenance sheet (one replacement door bolt). Subsequently, during the lighting check, a kitchen light was flickering and it was agreed for it to be replaced. Richard will arrange.
c. Proscenium Arch repainting. Drama group is authorised to do the painting.
d. Unwanted equipment now disposed of.
e. Hearing aid loop is not working but is advertised as part of our Hall offering. Jo will ask her contact for advice. It was suggested that this is an outdated device and that more modern procedures using smart phones are used. Terry to have the hearing aid loop removed from the CambsACRE website?

8. AOB

a. Brass plaques. Richard offered to redo the plaques and create one for the late Chapman's donation. Terry will find the agreed wording and send to Richard. Carried forward.
b. Richard has applied for funding for 4 small tables and is awaiting a grant. Some discussion was held about a missing table, to be investigated.
c. Insufficient Car parking issue was discussed and will be pursued with the Parish Council. *Subsequently, a positive response was received from Richard's email to the clerk and a feasibility study is to be done.*
d. Custodian trustee removal update to be progressed by Terry.
e. Committee officer retirement. Carried forward.
f. Hallmark status was discussed as it might be possible to attain level 1, which would help in funding applications. Carried forward.

9. Date, place and time of next meeting. To be advised