
Camps Village Hall Committee

Draft Minutes of meeting held on Wednesday 17th November 2021 at 7.30 pm in the Village Hall.

1. Present

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

Apologies have been received from John Biggs, Sue Coxall and Linda Shepherd (who popped in with tea for all!)

2. Approval of previous Minutes

Those trustees present approved the Minutes of the last full committee meeting held on 16th August 2021 and the Chairman's notes on the Agenda for the abandoned meeting of 27th September. These were then signed and dated by the Chairman.

3. Policy and Procedure updates for review and approval

- a. Booking Letter V3.7
- b. Data Protection V4
- c. Safe and Secure Working Relationship V1
- d. Health and Safety V3.2
- e. Fire Risk Assessment V3.2
- f. Fire Risk assessment Checklist V2.0
- g. Accident Logbook V2.1

These documents were circulated previously for review. They were all approved by those present.

4. Financial report.

- a. Zero Carbon Communities Fund. Carried Forward
- b. Current Account has £5,901.82. Saffron Walden Reserve £4,278.15.
Regarding cash flow, Richard has developed a monthly spread sheet, which indicated outgoings of about £3,700 to January and that until we start receiving income from our regular users from it was thought that we should be cautious about starting major projects
- c. Hall bookings are good but we are not fully booked.
- d. Richard has been unable to make progress with online banking, so as we did receive 2 cheque books he will postpone progress.

5. Correspondence.

- a. The change of ownership for Chubb was noted.
- b. Email from Chubb offering a fire door inspection. Richard has checked existing doors and thought they were OK but the seals on the main doors between the hall and bar room need attention.
- c. Stanley has a new head office.
- d. Terry's CambsACRE village hall completed survey was noted.

6. Events/fundraising.

None planned at present due to Covid restrictions. Carried forward.

7. Risk assessment review.

- a. Weekly Checklist being done
- b. Side path safety issue. Awaiting CCPC, which is awaiting a quotation for re-bedding the slabs.
- c. Fire safety procedure was discussed and we agreed that the notice on the board should be updated.
The muster point is to be at the end of the car park as preferred by the Parish Council.
- d. Stage curtain fire risk was updated and approved.
- e. Smoking/Vaping signs. Carried forward.

8. Maintenance

- a. Exterior doors and external decoration project completed. All agreed the Hall is looking better.
- b. Internal decoration project was carried forward to the next meeting in January so that a fuller specification could be drafted. Richard to contact current quoting contractors to advise.
- c. Main hall and meeting room LED replacements completed and look much better. The remaining lighting replacements project was thought not to be needed at present.
- d. Susie to chase electrician regarding the immersion heater as it might be needed in an emergency. Outside front door light has been fixed.
- e. Gents toilet cistern repair to be chased by Susie.
- g. New booking/invoicing process pending.

9. AOB

- a. Brass plaque wording for the late Mr & Mrs Chapman was amended to reduce the number of words. The purchase was carried forward, as was the polishing of existing plaques.
- b. The leaking roof has been repaired. It was due to a birds nest under the tile.
- e. Cricket on Recreation Ground proposal. Application was withdrawn.

10. Date, place and time of next meeting.

Thursday January 6th 2022 in village hall at 7.30pm