
Camps Village Hall Committee

Draft Minutes of meeting held on Tuesday 8th March 2022 at 7.30 pm in the Village Hall.

1. Present

Terry Chapman, Richard Moore and Mike Peirson.

Apologies have been received from Beverley Garbutt, Linda Shepherd, Caroline Parkinson, Susie Culpin, Sue Coxall and Jo Bishop.

One third of the committee was present so a quorum was made for the meeting to proceed.

2. Approval of previous Minutes

Those trustees present approved the Minutes of the last full committee meeting held on 17.11.21 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 proposals (as attached to Agenda)

The Mission statement was approved unanimously 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"***.

Those present discussed the many good ideas on the action plan, most of which would need more active support and involvement to achieve. The following specific actions were discussed:

- a. email address arranged by Mike as: castlecampsvillagehall@gmail.com
- b. mobile phone no. Arranged by Mike as: 07548 979346
- c. advertising campaign set up by Mike. This is linked to the village hall tab on the Castle Camps website, which has now been updated.
- d. an online calendar has been set up by Mike to record bookings.
- e. an Open Day was discussed for a Saturday (10 – 4?) to celebrate the new renovations/decorations and to invite residents to experience the facility. This was carried forward.
- f. Mike offered to draft a letter to residents to promote the hall including the email and telephone nos.

4. Committee management structure

Subject to committee approval after the AGM, Mike has offered to be Deputy Chair. During this year Dicky has offered to remain as Chair to help Mike get up to speed on policies/procedures/history etc. After the AGM in 2023, in the officer appointment meeting immediately afterwards, Mike will offer to be Chair with Dicky offering to remain as Treasurer.

5. Financial report

- a. Zero Carbon Communities Fund. Carried Forward.
- b. We have been successful in getting the additional grant of £2,667. Thanks to Mike!
Current Account has £8,597.75 Saffron Walden Reserve £4,278.15.
Prior to the meeting, Dicky circulated to the trustees a budget sheet for 2022, suggesting that our expenses might be over £11,000 and possible income about £8,500.
- c. Changes to bank signatory for approval were carried forward.
- d. Hall bookings are improving.
- e. PPL/PRS for 2022 licence invoiced. Subsequently was paid by Terry at a reduced amount after discussion with their accounts office.

6. New bookings/invoicing procedure

Being trialled and to be reviewed.

7. Correspondence

Carried forward.

- 8. Health & Safety and Risk assessment update.**
- a. Dicky has updated Covid advice/signs and sanitisers.
 - b. Weekly Checklist done by Dicky. Clive will repair safety seals on double doors. Now done.
 - c. Side path re-laid by Clive and looks solid. Funded by Castle Camps Parish Council.
 - d. Fire safety procedure/assembly point sign updating. Carried forward.
 - e. Smoking/Vaping signs update. Carried forward.
- 9. Maintenance**
- a. Internal decoration project was carried forward.
 - b. Repairs to immersion heater and Gents/Ladies toilets carried forward.
 - c. Boiler service needed.
- 10. AOB**
- a. Purchase of brass plaque for the late Mr & Mrs Chapman and polishing of existing plaques was carried forward.
 - b. Charity Commissioners info for hall now updated.
 - c. Mike has a personal Premises Licence which he has offered to be used for the hall.
 - d. AGM date has been booked for **Monday 30th May**
- 11. Date, place and time of next meeting.**
Tuesday 17th May 2022 in village hall at 7.30pm