
Camps Village Hall Committee

Draft Minutes of meeting held on Tuesday 22nd April 2025 at 7.45 pm in the Village Hall.

1. Present

Trustees: Terry Chapman, Mike Pierson, Cindy Smith, Linda Shepherd, Beverley Garbutt, Caroline Parkinson, Jo Bishop and Melanie Laing. Also present were Sue Herbert and Chris Swan. Apologies have been received from Susie Culpin. A quorum was present, so the meeting continued.

2. Approval of previous Minutes. Trustee declaration

Those trustees present approved the draft Minutes for the committee meeting held on 06.02.25, with some amendments: 4.c. Beer fridge, not wine fridge. 6.b. proposed jumble sales now 17/5, 23/8 and 6/12. 7. a. 3rd bullet point, we have applied to the events committee for a grant. These were then signed and dated by the Chair.

3. Conveyance and Trust Deed updating

Melanie will ring Lisa Chambers of CambsACRE to discuss in detail. This was further carried forward.

4. Camps Village Hall improvement proposals (see also the pending list below)

- a. [New crockery.](#)
48 new mugs purchased plus 2 added, with 12 also available. Melanie is still looking for matching plates and bowls.
- b. [Name sign on the Hall entrance.](#)
Melanie will follow up with Andy Jennings.
- c. [Running bar general update.](#)
48 glasses purchased by Cindy. Waiting for a quote from Julian for shelving under bar, who will also remove a support leg to make room for the beer fridge.
- d. [Wi-Fi installation.](#)
Melanie is progressing with a policy and a guest password. Mike had a quote for a HIVE heating controller of £560 plus installation totalling £670. He will get a new quote. Mike also offered to tidy the wiring for the equipment.

5. Communications/Marketing

- a. Terry advised that data for website presentations needs to be synchronised. Still need to update info on Venues4Hire.org. The CambsACRE – HallsforHire site needs Wi-Fi added, hall room capacity to be corrected to 120 persons and reference to HallMaster included. Mike offered to add more photos to this site. (Contact, being: toby.frith@cambsacre.org.uk) Mike also offered to measure the floor areas for adding.
- b. Melanie advised that the Hall Master booking system is now live and operational. Cindy is also nearly there with the invoicing component. This would be useful for rota checking and refunds of deposits. Chris Swan has added Hall Master to the Camps website.
- c. Linda and Beverley have simplified booking form and are working with Chris Swan on the draft. It will be circulated for review.
- d. Our cleaner, Marion Searle, is resigning and an advert for her replacement will be put in the Review.

6. Fund raising and social activities

- a. **FCCVH report.** Chris Swan reviewed the activities as follows:
 - Table Top Sale was a success as there were 14 tables but footfall was disappointing. A discussion ensued on how to improve for the next one.
 - Social Race Night has been cancelled.
 - VE Day event on Saturday 10th May was discussed regarding refreshments
 - Village Fete on Saturday 5th July is being done by the Events Committee with a dog show.
 - Autumn Show is to be on Saturday 6th September. A Calendar was proposed for sale at the show.
 - Village Diary being worked on by Chris Swan.
- b. The next jumble sales are: **May 17th, August 23rd and December 6th.**

7. Financial report

- a. Cindy advised the following Account balances: NatWest Current Account: £1,442.79. Lloyds: £8972.85. Saffron Walden Reserve: £3,817.97 plus interest (as at previous meetings). Cash: £640.
- b. Transfer from Nat West to Lloyds is ongoing.
- c. Terry advised that the Village Hall insurance 3 year contract has one more year to go. Cindy agreed that it is best handled by the treasurer, so Terry will arrange the paperwork for the hand over.

8. Administration

- a. As Terry is retiring at this year's AGM, a basic Secretarial functions list was included in the Agenda, repeated as follows: drafting agendas, taking and sending out minutes, keeping records, preparing the Annual Report with the Chair and arranging the AGM requirements.
Other jobs/contacts that could be taken on by others are the Charity Commissioners, CambsAcre, and Parish Review articles. (Cindy has taken on the PPL/PRS contact and agreed to deal with the Insurance brokers).
- b. Proposal to correct our name on the Charity commissions website.
Terry has to further chase this as no other response has been received.
- c. **AGM is set for the Tuesday June 10th at 7.45pm**

9. Health & Safety and Risk assessment update.

- a. Annual Fire Risk Assessment has been completed by Mike.
- b. Our new fire alarm service supplier (Trevor of Dual Fire Protection) has completed his first visit and will check the new fire extinguishers.
- c. The hygiene schedule is to be added to the maintenance checklist, when the PHS contract has finished. Note: from discussions on sweeping the floors after a hire, a proposal was to have a much wider broom and/or a rotating floor cleaner in place of wet moping.

10. Maintenance

- a. Maintenance log is on Google and Mike will use it to record faults with a time line for fixing.
- b. Maintenance check list being organised by Melanie. WIP.
- c. Discussion on the excessive flushing of the Men's toilets. More control is needed. Mike to investigate.
- d. We need a 10 minute timed switch off for the exterior car park light.
Melanie has asked Ivor Argent to fit one.

11. Security

- a. Another front door key needed. Carried forward.
- b. Melanie proposed that we should have an Emergency Disaster Plan. Carried forward.
- c. Counterterrorism (Martyn's Law). To note the update from CambsAcre.

12. AOB

- a. The extended car park working party has not yet moved forward, so Melanie and Cindy will present a plan to the working group. This was carried forward.
- b. The Parish Council is organising its annual Open Meeting on 31st May in the Hall.

14. Next committee meeting

To be decided by the newly elected committee after the AGM on June 10th

Distribution:

Hall Management Trustees:

Melanie Laing, Chair

Cindy Smith, Treasurer

Terry Chapman, Secretary

Susie Culpin, Bookings Secretary

Mike Peirson, Premises Supervisor and Licence Holder

Jo Bishop

Beverley Garbutt

Caroline Parkinson

Linda Shepherd

President: Clive Germany

FCCVH Leader: Christine Swan

Copies to: Castle Camps PC, Shudy Camps PC, Village Web Site and Village Hall notice board.

PENDING LIST

- Quotes and grants for refurbishment of kitchen and toilets.
- Install planters to improve the approach to the Hall.
- Install CCTV to the front of the Hall.
- Have a range of bins for recycling.
- Policy review dates schedule.
- Wooden picture rails and of clear Perspex strips.
- Recognition plaques.
- CambsACRE Hallmark status proposal.
- Counter-terrorism legislation (Martyn's Law). We await more details from CambsACRE.