
Camps Village Hall Committee

Draft Minutes of meeting held on Wednesday 16th November 2022 at 7.30 pm in the Village Hall.

1. Present

Terry Chapman, Richard Moore, Mike Pierson, Jo Bishop, Sue Coxall, Linda Shepherd, Caroline Parkinson and Beverley Garbutt. Also present was Sue Herbert, a custodian trustee. Apologies have been received from Susie Culpin. A quorum was present so the meeting commenced.

2. Approval of previous Minutes

Those trustees present approved the Minutes of the last full committee meeting held on 05.10.22. These were then signed and dated by the chairman.

3. Action Plan progress review

- a. Mike is following up ideas with Alison Norden and suggested that we could use Ali as a communication consultant.
- b. Susie would like to hold a Social Race Night in March and another Jumble sale in January
- c. Mike is keen to do a Family Quiz Night in due course. Also will prepare a bar price list?
- d. Youth Club reinstatement was discussed and it was agreed that this is a good social service to the residents and we need to find people to run it. Mike was enthusiastic to be a helper.
- e. Other social activities and fund raising ideas were discussed such as a Hobby Day and by a newsletter.

4. Financial report

- a. Zero Carbon Communities Fund. Mike advised that we should apply at the next fund opening date.
- b. Community Grant Fund. Mike will pursue.
- c. Account balances as circulated by Dicky: Current Account: £8,004, Saffron Walden Reserve: £3,842, Cash Account: £426.
- d. Dicky circulated income and expense estimates to 5/4/23 of resp. £10,172 and £14,275, giving an estimated shortfall of £4,103, which would indicate a year end balance of £8,170. Our major expenses will be electricity and oil due to their large price increases. Dicky will advise regular users of the correct way to control the heating controls to avoid excessive on periods
- e. Cash flow and Hall bookings are adequate to end of the year and beyond (including Xmas Eve and NYD) but a proposal to increase hire rates was discussed and unanimously agreed as follows: All-day rates for main hall: Castle Camps £110, Shudy Camps £132, Others £182. Hourly rates resp. £12, £14, £20 and for the small room: £10, £12, £14, all from 1st January. Dicky offered to put a leaflet in the phone box and advise regular users via the Newsletter.
- f. Mike offered to do a survey of other nearby hall rates for comparison and also discuss with Ali the use of vouchers for hall use.
- g. Mike is our Premises Supervisor and will have a control book to monitor alcohol use and sale.
- h. It was unanimously agreed that hirers should lose their deposit when the hall is left in a dirty state.

5. Health & Safety and Risk assessment update.

- a. Weekly Checklist done by Dicky, including the Fire Safety Logbook. Now that the blown lighting has been replaced in the Bar and Kitchen (cost £450) the areas look much brighter.
- b. New Fire Assembly Notice done by Dicky and on Notice board. Fire assembly point sign position agreed by PC. Sue Herbert will supply a scaffold pole for use. Mike will supply some PostCrete.
- c. Boiler service planned for January.

6. Maintenance

- a. Internal decoration was discussed as we had a quote from Laing Building Services. This was usefully broken down into 4 modules so that we can proceed separately as money is available. C/F
- b. Dicky is removing unwanted equipment (chairs, phone, old electric heaters etc) to tidy the place.
- c. We need some additional stones in the car park, possibly two large bags. Dicky to write to PC as the area is jointly used. Maybe we could add some of these to our French drains around the Hall.
- d. Dicky is repairing a kitchen cabinet door and has had an exterior light detector replaced. Dicky requested some help with minor jobs. Jo offered to purchase 5 toilet brushes and holders and two kitchen bins.

7. AOB

- a. Brass plaque purchasing (pending fund availability)
- b. We agreed not to pursue Safe Area certificate as not appropriate for the Hall.
- c. Dicky has had good feedback for his Regular User Newsletters.
- d. Agreed that there was no need for a policy regarding item removal/disposal.
- e. Winter Warmer concept was discussed and it was noted that Sue Buckingham runs a social morning once a month on Mondays.
- f. Mike to investigate having film nights and having a donation box.
- g. To reduce costs, Jo proposed that we buy sanitary disposal boxes (£135 for 12 from Brilliant Bins) that could be put in normal waste, instead of using our current expensive disposal company. This was unanimously thought to be a good idea and Dicky will arrange purchase.
- h. Jo requested that CATS would like to paint the Proscenium Arch, over the stage, in a different colour. This was agreed, maybe also painting the matching columns at the back of the room?
- i. Terry was asked to check the closure procedure for the Hall although we have no intention of progressing this. It was thought that we should know the process.
NOTE. The Management trustees run the Hall and the Custodian Trustees are, for administrative purposes, the Hall owners, these are Sue Herbert, Susie Culpin and Paul Sherville.

8. Date, place and time of next meeting.

Wednesday 18th January 2023 - 7.30pm in Hall.