
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 and Beverley Garbutt. Also present was Sue Herbert, a custodian trustee. Apologies have been received from Linda Shepherd, Caroline Parkinson and 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 16.11.22 These were then signed and dated by the chairman.

3. Action Plan progress review

a. Communications:

- Mike will follow up ideas with Alison Norden when Ali is available.
- Mike will investigate with Caroline the use of Face Book for marketing.
- Dicky will do an A4 poster for Shudy and Castle Camps

b. Fund raising and social activities:

- A Social Race Night in March is not possible as hall is fully booked.
- Susie will have a Jumble Sale on **Saturday 4th February**.
- Mike is keen to do Family Quiz Nights in due course. Maybe on Fridays after CATS show has ended. Also will prepare a bar price list?
- Youth Club equipment storage was discussed. Dicky will write to Sue and Malcolm Coxall.
- Hobby days are being organised by Caroline Parkinson. Dicky will email Caroline to offer our ideas and support for funding.
- The Donation Box idea from Mike and set up by Dicky has already received contributions!
- Film Nights are not possible as our entertainments licence does not cover film shows.

4. Financial report

- a. A Community Grant Fund is not currently available, but Mike will continue applying for funding grants.
- b. Account balances as at 6th January as circulated by Dicky: Current Account: £8,771.79, Saffron Walden Reserve: £3,842.47, Cash Account: £517.32. Dicky expects that, to April this year, our expenses will exceed our income by about £2,500.
- c. Cash flow is currently adequate and Hall bookings are good.
- d. Dicky circulated income and expense estimates to 5th April 2024 of resp. £11,500 and £15,000, giving an estimated shortfall of £3,500, which would indicate a year end balance of £8,500. This would suggest that the following year to April 2025 could be serious and we would need more income from fund raising and donations/grants to remain viable.
- e. We are receiving the Government discounted electricity price, but do not know if a discount scheme will apply after April. This could be a cash flow crisis! Dicky will review cost/usage to be aware of costs per hour of use of the Hall.
- f. Mike has surveyed other nearby hall rates for comparison and found that we are similar but other venues arrange pricing in different ways.

5. **Health & Safety and Risk assessment update.**
 - a. Weekly Checklist done by Dicky, including fire alarms, 1st Aid boxes and extinguishers, all logged in the Fire Safety Logbook. Also checked emergency lighting.
 - b. New Fire Assembly Notice done by Dicky and on Notice board. Fire assembly point sign purchased from Amazon and needs a support backing.
 - c. Boiler service now completed

6. **Maintenance**
 - a. Additional stones in the car park ordered. Clive offered to spread them.
 - b. Dicky is repairing a kitchen cabinet door and has some minor plumbing in hand
 - c. Jo has purchased 5 toilet brushes and holders.
 - d. Jo updated us on Proscenium Arch repainting. Not yet done, but work in progress.
 - e. Purchase of sanitary disposal boxes (£135 for 12 from Brilliant Bins) will be done by Dicky in August when current contract ends.

7. **AOB**
 - a. Brass plaque purchasing carried forward (pending fund availability)
 - b. The closure procedure for the Hall, circulated by Terry was noted as was the positive response from CambsACRE. It was agreed that we will not need to follow up or send our trust deed at this time.
 - c. We might have an abandoned car in the car park. Mike will investigate.
 - d. AGM date provisionally agreed to be **Thursday 18th May.**

8. **Date, place and time of next meeting.**
Wednesday 1st March 2023 - 7.30pm in Hall.