
Castle Camps Village Hall Committee

Minutes of meeting held on Wednesday 18th October 2023 at 7.30 pm in the Village Hall.

1. Present

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

2. Approval of previous Minutes

Those trustees present approved the Minutes of the last full committee meeting held on 19.07.23. These were then signed and dated by the chairman.

3. Action Plan progress review

a. Communications:

- Mike has arranged a link to Face Book and needs content.
- Regular User e mail newsletter continue as required from time to time.
- Mike hopes to have photos of the Hall prepared for a wedding reception for use on the Halls4Hire website.

b. Fund raising and social activities:

- A Social Race Night suggested for 21st October will now be considered for some time in January.
- A Jumble Sale is still on for 2nd December with Susie and Sue Herbert.
- Mike's is planning a Christmas Quiz Night and also suggested that a monthly "Pie and Quiz Night" could be arranged, with Marion Searle's help, as a regular fundraiser.
- Richard advised that the Youth Club's unused equipment issue will be addressed after Christmas, but that the unused Bowls Club carpets have been sold by Susie, releasing under stage space for use by CATS as they have a need for equipment storage space.
- Caroline said that the Crafters Morning Club is a monthly social activity and going well.
- Sue Buckingham's monthly Monday Club is a well attended social activity.
- Marion Searle's monthly Carvery is also well attended, with excellent food and social company.
- Sunday tabletop Sale idea was carried forward for a possible start in spring.

4. Financial report

- a. Account balances at present: Current Account: £9,085.44 Saffron Walden Reserve: £3,849.30 and Cash Account: £325.52. The Chair and Treasurer Richard commented that this looks OK, but this is an expensive month with some big bills coming (such as electricity £127 this month) and now oil to be ordered regularly. Richard said we should consider a price rise in the near future due to inflationary costs. Good news is that we are likely to have a £900 donation from a local charity.
- b. Hall is currently well booked and is paid for by cash, cheque or BACs to suit customer preferences. Although Richard recommends BACs as the preferred option, we agreed to continue the other payment methods.
- c. Hiring requests come by various routes; directly to Susie and other trustees, or via websites, or by 'phone calls. We agreed that all requests should now be put on WhatsApp to avoid confusion. Susie can then advise availability. The customer is asked to ring Susie directly for details.
- d. Richard advised that online banking is work in progress with some matters still to be resolved. The following proposal was presented by Richard Moore:
 - **Alison Speed is no longer a member or trustee of the Village Hall and as such has agreed that she should no longer be a signatory on the bank account. Accordingly, the committee voted unanimously that Richard should submit the application for her to be removed as a signatory and the following resolution was agreed:**

- **The Authorised Signatories in the current mandate, for the Nat West Current Account be changed in accordance with section Authorised Signatories. And the current mandate will continue as amended.**

5. Health & Safety and Risk assessment update.

- Weekly Checklist completed by Richard. Reports made available by Richard at meeting.
- Search for a less expensive fire alarm service provider continues. Mike offered to check Blick/Stanley contract to see if we own the equipment.
- Richard will cancel the PHS hygiene contract with a 6 month notice as we have a more suitable approach.

6. Maintenance

- Nothing serious to report. The maintenance report book was available for checking.
- Proscenium Arch repainting. Jo advised that the Drama group will complete when suitable.
- Hearing aid loop is not working but is advertised as part of our Hall offering. No adverse comments have been received so Terry was requested to have the hearing aid loop removed from the CambsACRE website.

7. Security

Following an unlocked door worry, a discussion on key security and access was held, especially the current access and return procedure for hirers which could be a problem at night. Richard will look into an improved process.

8. AOB

- Brass plaques. Richard offered to redo the plaques and create one for the late Chapman's donation. Terry will find the agreed wording and send to Richard. Carried forward.
- Richard has applied to the Events committee for funding for 4 small tables and is awaiting a grant. Some discussion was held about a missing table which could be replaced by smaller one if the grant is enough.
- The positive response received from Richard's email to the PC about an extended car park has led to the formation of a working party with Jo (and with Trevor) to represent us.
- Terry has started the replacement of our Custodian trustees as previously agreed and has received the Order from the Charity Commission to say that the title for the land registered with H.M. Land Registry is now transferred to the Official Custodian for Charities in trust. We now need to apply to the Land Registry to have the names changed on the lease, which might require a lawyer. Terry has asked CambsACRE for advice.
- Committee officer retirement. Richard described his presentation to Castle Camps Parish Council at its last meeting, to make them aware of the ramifications if the important leadership and administration roles of the Hall were to cease, due to retirement, with no replacements in place.
- An aspiration to apply for Hallmark status level 1 was discussed, as we have many of the requirements in place. We just need a working group to push it forward. Carried forward.
- A proposal for free sanitary products for the women's toilets was approved.
- A proposal for a Farmers Market to be followed up by Mike.

9. Date, place and time of next meeting: 22nd November 2023

Distribution:

Hall Management Trustees:

Jo Bishop	Terry Chapman	Sue Coxall
Susie Culpin	Beverley Garbutt	Richard Moore
Caroline Parkinson	Mike Peirson	Linda Shepherd
President: Clive Germany		

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