
Camps Village Hall Committee

Draft Minutes of meeting held on Thursday 23rd November 2023 at 7.30 pm in the Village Hall.

1. Present

Terry Chapman, Richard Moore, Mike Pierson, Beverley Garbutt, Linda Shepherd, Caroline Parkinson and Jo Bishop . Also present was Sue Herbert, a custodian trustee and Cindy Smith. Apologies have been received from 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. Co-option of new trustee Committee member

Cindy Smith has volunteered to become a trustee member of the committee. Terry proposed and Richard seconded the co-option. All those present agreed.

Cindy offered to take on the role of Treasurer and will work with Richard to this end. Those present agreed with the officer role change in due course. Cindy agreed to find a new bank account to deal with our current account requirement for online banking.

4. Action Plan progress review

a. Communications:

- Mike will continue working with help on Face Book content.
- Richard had a good response to the latest Regular User E mail Newsletter regarding the change to key access procedure, so the committee agreed the purchase of a key safe box for external fixing. Richard to action.
- Mike will send 5 photos to Terry for use in the revamped HallsforHire website.
- It was agreed that the committee members need a schedule of hall bookings. Cindy agreed to speak to Susie to arrange a weekly/monthly list.
- Mike suggested that we have an exterior "In Case Of Emergencies" notice with contact details.

b. Fund raising and social activities:

- A Social Race Night suggestion carried forward
- A Jumble Sale is now fixed for 9th December with Susie and Sue Herbert.
- Quiz Night is put on hold.
- Youth Club's unused equipment issue carried forward to after Christmas.
- Caroline said that the monthly Crafters/Coffee Morning Club is a well attended social activity, with a possible craft Sale and Christmas raffle.
- Monthly Carvery has now stopped, but monthly Monday club is still going strongly.
- The Sunday Table Top Sale idea will be put on FB by Caroline.

5. Financial report

a. Account balances for 3rd Nov. as given in Richard's email of 19/11/23 are: Current Account: £8,980.49 Saffron Walden Reserve: £4,784.71 and Cash Account: £103.62. Good news is that we have received a £900 donation from a local charity and expenses are £600 less than the same period.

b. The Hall is currently well booked but although hire prices should ideally rise to cover higher running costs, on the other hand, we don't want to put the continuation of small local groups at risk. Richard had proposed some price changes in his email, and these were well debated. Ultimately, it was decided that for the residents of Castle and Shudy Camps (these are mainly local community groups) there would be no immediate price increases. The committee felt that it was important help these groups to continue to operate. **We will review all prices again in April 2024.**

- c. It was also agreed that there will be some price increases for hirers from outside Castle and Shudy Camps, as these are almost always private party functions.
- d. It was also agreed that some flexibility in pricing can be allowed where customers have already booked the hall.

DAY RATES:	Whole Building only
Castle Camps:	£110*
Shudy Camps:	£132*
Others:	£190

HOURLY RATES:	Whole Building	Main Hall	Small Hall
Castle Camps:	£14	£12*	£10*
Shudy Camps:	£15	£14*	£12*
Others:	£22	£21	£15

*No change to current prices. (The whole building hourly rate is a new configuration.)

The day rate is calculated as 10 hours, although of course in practise the actual hours used may be a little different. Note also that with the introduction of a bookings database system, Richard has had to introduce hiring configurations that we have not previously published (or even been asked to quote for!) It was also agreed that Richard should invoice Shudy Camps Parish Council as usual so as to enable residents there to continue to receive a discounted hire rate.

- e. It was noted by all that all hall booking requests/queries are to go on the village hall WhatsApp.
- f. Latest electricity bill was £129. Oil is now being used at a higher rate due to colder weather.

6. Health & Safety and Risk assessment update.

- a. Health and Safety policy V3.51 revised by Richard was noted and agreed.
- b. Heating and hot water schedule spreadsheet prepared by Richard was noted and agreed.
- c. Annual fire risk assessment to new regulations was done by Richard and Terry.
Terry is to obtain quotes for a qualified fire risk assessor to inspect the assessments.
- d. The "Actions in the event of a fire" document was noted. It was agreed that we need to display a "FIRE PLAN" with fire exits shown. Richard will prepare and place it in the notice board cabinet.
It was stressed that all fire door exits must be unlocked when the hall is in use.
- e. Fire alarm service provider replacement on hold pending a review of our fire risk assessment.

7. Maintenance

- a. Richard read out a long list of minor maintenance jobs that are needed.
- b. Proscenium Arch repainting. Jo and Richard are to find a contractor for this work.
- c. As the hearing aid loop is not working, with no adverse comments received, Terry was requested to have its reference removed from the CambsACRE website.

8. Security

- a. Installation of a key safe container as discussed in 4a. above.
- b. Counter terrorism alert from CambsACRE noted. We await further advice.

9. AOB

- a. 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.
- b. Richard has applied to the Events committee for funding for 4 small tables and is awaiting a grant.
- c. 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. This is work in progress.

- d. The replacement of our Custodian trustees as previously agreed is in progress. Terry has made contact with the original solicitors who drew up the lease and Land Registry documents and has sent copies of all the relevant documents to them. As we already have an Order from The Charity Commission, we now need to apply to the Land Registry to have the names changed on the lease to the Official Custodian for Charities in trust. CambsACRE advised that this should be done by a lawyer.
- e. Committee officer retirement. Richard has prepared a detailed schedule of his retirement period to June next year.
- f. 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 again.
- g. A proposal for free sanitary products for the women's toilets was approved.

10. Date, place and time of next meeting.

Thursday 18th January 2024

Distribution:

Hall Management Trustees:

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

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