
Camps Village Hall Committee

Draft Minutes of meeting held on Tuesday 3rd December 2024 at 7.30 pm in the Village Hall.

1. Present

Trustees: Terry Chapman, Mike Pierson, Cindy Smith, Susie Culpin, Jo Bishop, Linda Shepherd, Caroline Parkinson and Melanie Laing. Also present were Sue Herbert and Chris Swan. Apologies have been received from Beverley Garbutt. A quorum was present, so the meeting continued with a discussion on the Hall Master app. See under **5.b**.

2. Approval of previous Minutes. Trustee declaration

Those trustees present approved the draft Minutes for the committee meeting held on 07.11.24. 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 carried forward.

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

- a. [New cups and mugs from IKEA](#). Melanie is still looking for a suitable design.
- b. [Name sign on the Hall entrance](#). Sue will organise the sign with James Coxall. Carried forward.
- c. [Have a running bar available for use](#).
Mike has supplied a free standing optics spinner that can be locked up. We need to remove the cleaning equipment from the cupboard. Cindy has prices of £22 for 24pint glasses and £45 for 24 wine glasses, but also can get glasses for free. Also Jo suggested a donation of glasses from CATS. It was thought that lights and a shutter would not be needed at present. A glass fronted wine fridge was suggested and another lockable cupboard. Terry is to ask how much the insurance will increase.
- d. [Wi-Fi installation](#).
The router is now installed, but we are waiting for BT/Open Reach to connect to a land line. Router is £43.95/month for 2 years + £10 delivery. We will need a policy and a guest password. Mike to get a quote for a HIVE heating controller

5. Communications/Marketing

- a. A discussion on agreeing data for website presentations was carried forward to the next meeting. Mike offered to source better photos for CambsACRE listing. Melanie will arrange for the new logo to be added to Facebook advert. Uniformity of data between different online sites was checked by Terry on Google as follows:
 - **ukhallhire** (uk-hall hire.co.uk) - we are listed with our email address. Facilities mentioned but not room capacities or prices.
 - **Venues4Hire.org** - info. is probably extracted from the CambsAcre listing. One photo shown. Info needs updating with new mobile no. And email. Mentions hearing loop!
 - **HallsHire.com** – not listed
 - **Google - "Halls near me"**. We're not on the map but are shown, with a great review from Mike. Thanks Mike!
 - Note: the CC website hall tab shows a large room capacity of 120, others show 100!
- b. Melanie gave a brief demo of the Hall Master booking system and encouraged the trustees to try the online demos. It costs £22.08/m (£265 inc. VAT per year). It is very flexible with an on line calendar and offers a free trial. Terry viewed the Hall Master app on the Ashdon Village Hall web page. The Calendar layout is clear and easy to use.

6. Fund raising and social activities

- a. **FCCVH report**. No current activities, but Chris will arrange a meeting for **16th January 2025**.
- b. The **Social Race Night** proposal is now with FCCVH to progress, maybe for March 2025?
- c. The November **Jumble Sale** raised £475, a very good result. Future dates proposed for 2025 are: **February 22nd. May 17th. August 16th. November 29th.**

7. Financial report

- a. Account balances: NatWest (Soon to be Lloyds) Current Account: £8,089. Lloyds: £791.53. Saffron Walden Reserve: £3,817 (as at previous meetings). Cash: £474.98 plus £474?.
- b. Terry to check insurance for money cover and broadband cover

8. Administration

- a. Secretarial contacts. Cindy has agreed to take on the PPL/PRS contact as it is mainly dealing with the contract and annual invoices. Other contacts that could be taken on are the Charity Commissioners and Insurance Brokers.
- b. Project to replace custodian trustees from the 99y lease title by the Charity Commission is still pending as the Land Registry is exceptionally slow in completing the action.
- c. Proposal to correct our name on the Charity commissions website.
Terry has to further chase this as no further response has been received.

9. Health & Safety and Risk assessment update.

- a. Annual Fire Risk Assessment. Mike will review in February 2025.
- b. Our new fire alarm service supplier is Trevor of Dual Fire Protection. He will visit in January. There was a query about cancelling the Chubb contract?
- c. We have a 2 year rolling contract with PHS hygiene at £700 per year! Cindy is looking into this expensive and unfortunate situation.
- d. Thanks given to Mike for organising the layout for correct chair stacking and placement.
Mike has posted photos of the new layout showing safe access to cabinets and exterior door in the store room.

10. Maintenance

- a. Log update. Mike has fixed the toilet leak but is also concerned about the large quantity of water being used by the urinals. Mike will prepare a painting jobs list on Google, for January work...
- b. Maintenance check list being organised by Melanie.
- c. Susie will ask Ivor regarding a timed switch off for the exterior car park light.

11. Security

Counterterrorism legislation progress – moved to pending list.
New master key needed for the internal key ring. Action by?
Melanie proposed that we should have an Emergency Disaster Plan.

12. Secretary retirement and replacement

No responses.

13. AOB

- a. Richard and Terry to get together regarding the recognition plaques. This was carried forward.
- b. The extended car park working party has not yet moved forward, so Melanie and Cindy will prepare a plan to present to the working group.
- c. CambsACRE Hallmark status proposal to level 1 or level 2 was carried forward to pending list.

14. Next committee meeting

Thursday 6th February 2025 at 7.15pm in the Village Hall

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.