
Camps Village Hall Committee

Draft Minutes of meeting held on Thursday 25th January 2024 at 7.30 pm in the Village Hall.

1. Present

Terry Chapman, Richard Moore, Mike Pierson, Beverley Garbutt, Susie Culpin, Caroline Parkinson and Jo Bishop. Also present was Sue Herbert, a custodian trustee and Chris Swan as an observer. Apologies have been received from Linda Shepherd, Sue Coxall and Cindy Smith. 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 23.11.23. These were then signed and dated by the chairman.

3. Action Plan progress review

a. Communications:

1. Mike has added more on Face Book including photos. Marketing to be added.
2. Regular User e mail Newsletter is now business as usual.
3. CambsACRE HallsforHire website update is not yet complete. No availability yet.
4. A weekly/monthly bookings schedule will be done by Susie.
5. Exterior "In Case of Emergencies" notice with telephone contact details to be done by Terry.
6. "Friends of Camps Village Hall" group discussed to be an informal subcommittee not as part of the trustee body. Chris Swan offered to set it up and Mike, Beverley, Susie and Sue Herbert offered to join, possibly also Linda.

b. Fund raising and social activities:

1. A Social Race Night was discussed and agreed. It will be on **Saturday 9th November**.
2. The December Jumble Sale raised £434.00. Next one might be around Easter.
3. Quiz Night was thought to be an event for the new FCVH subcommittee.
4. Youth Club's unused equipment issue carried forward, pending an update.
5. Both the monthly Crafters/Coffee Morning Club and the Monday Club are well attended, ongoing social activities and can be removed from the agenda.
6. The Sunday Tabletop Sale idea will be passed to the new FCVH subcommittee.

4. Financial report

- a. Account balances: Current Account: £9,895. Saffron Walden Reserve: £5,600 and Cash Account: £103.
- b. Hall bookings are quite good. **We will review all prices again in April 2024.**
- c. Electricity was £122 and oil usage has increased due to the cold weather.
- d. Online banking update from Cindy carried forward.

5. Health & Safety and Risk assessment update.

- a. Sale of alcohol and alcohol licensing. Richard has added a revised procedure in our Terms and Conditions regarding licence holders, following feedback from the NYE event.
- b. Annual Fire Risk Assessment was discussed by Mike with the Duxford Fire Officer who advised a Fire Plan and thought we wouldn't need a qualified assessor. Mike will write to Cambridge Fire Service for confirmation. (Richard advised that a fire evacuation drill was successfully carried out this morning.)
- c. 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. Mike 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.**
- d. Fire alarm service provider replacement on hold pending a review of our fire risk assessment.

6. Maintenance

- a. The central heating system developed a fault in December which had been repaired within two days. There were no other significant maintenance issues to report in December.
- b. Proscenium Arch repainting. Jo had obtained a quote for decorating the main and small rooms for £3,690 and said that CATS would donate £2,000 for this. After a positive discussion, Sue Herbert proposed that we proceed. Mike seconded the motion. The vote to go ahead was approved by all. Dates for the work to be completed will be discussed between Susie and the decorators.
- c. In January it was reported that one of the building perimeter lights had failed and that perhaps we should set work in hand to replace it and one other lamp.
- d. **UPDATE:** *a few days after the meeting **ALL** the perimeter lamps failed. An engineer was asked to investigate the fault. The controlling device has been replaced. As agreed by all on the VHC WhatsApp group, we will now complete the replacement of all the perimeter lamps with LED types. The lamps to the front and rear of the building will have 24-watt lamps and no “eyelid” bezel. This will provide good illumination for the car park and access to the buildings and play area to the rear of the hall. The lamps facing the recreation field and the opposite side of the hall (facing the row of houses close by) will be 16-watt and have “eyelid” bezels fitted. This should help reduce some of the light pollution, whilst maintaining a good level of security. An electrical engineer has been authorised to proceed with the work. Although we had discussed at the meeting the possibility of applying to the PC for a grant towards replacing the lamps, subsequent events required immediate action and currently this option has not been pursued.*

7. Security

- a. Another position for the key safe container was mentioned.
- b. Counter terrorism alert from CambsACRE noted. Remove from agenda until we hear more.

8. AOB

- a. Richard offered to repair a recognition notice and create a new one for the late Chapman’s donation. Terry will find the agreed wording and send to Richard. Carried forward.
- b. We have received the grant from the Events committee for the funding of 4 small tables. Sue offered to arrange purchase.
- 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. An estimate of about £500 + VAT was quoted using a solicitor at about £180 per hour. This was approved by those trustees present.
- e. Committee officer retirement. Terry and Richard expressed their determination to retire in 2024. Terry was asked to prepare a breakdown of his particular tasks for possible splitting and sharing.
- f. An aspiration to apply for Hallmark status level 1 was on the agenda but not discussed as this meeting was very busy. We need a working group to push it forward. Carried forward.

9. Date, place and time of next meeting.

Thursday 29th February 2024 in the Village Hall at 7.30pm