
Camps Village Hall Committee

Draft Minutes of meeting held on Wednesday 26th April 2023 at 7.30 pm in the Village Hall.

1. Present

Terry Chapman, Richard Moore, Mike Pierson, Caroline Parkinson and Jo Bishop. Also present was Sue Herbert, a custodian trustee. Apologies have been received from Linda Shepherd, Beverley Garbutt 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 01.03.23, with an amendment to Point 5.a. regarding Chubb. These were then signed and dated by the chairman.

3. Action Plan progress review

a. Communications:

- Mike will follow up on the need for Face Book content.
- Regular User E mail Newsletter not issued recently, as nothing interesting to report! The issue with the abandoned car now solved as car has gone.
- Halls4Hire website photo options. Mike offered to contact hall users for relevant photos that might show how the hall could be used and decorated for functions.
- Updated Camps website hall tab noted.
- Castle Camps Parish Open Day/ Community meeting, 20th May 2-3.30pm in the Hall. We agreed to participate. Terry and Sue Herbert will attend and other trustees are welcome to come.
- Formal invitation to the AGM has been published in the Camps Review.

b. Fund raising and social activities:

- A Social Race Night later in the year was proposed for either 21st October or 4th November
- Susie's next planned Jumble Sale will be on 2nd December, but might be able to hold another sooner.
- Mike's Family Quiz Night could possibly be an early evening one on Wednesday 24th May.
- Youth Club's unused equipment was discussed but still pending feedback from Malcolm and Sue.
- Caroline's Craft and Coffee Morning Club has had 4 successful and social meetings of 12 to 20 people for a range of activities including knitting, crocheting, painting etc. This new event is being supported by the VH committee while Caroline applies for funding
- The Donation Box, set up in the entrance lobby is available but can be overlooked during busy events.

4. Financial report

- a. Account balances as at 05.04.23: Current Account: £8,905.31 Saffron Walden Reserve: £3,849.30 and Cash Account: £355.46. Cash flow is currently adequate and the treasurer Dicky is now much happier than previously that we can survive as a viable venue, so suggested we look for updated quotations for the interior redecoration. All agreed and Mike offered to manage the process.
- b. Hall hires are currently well booked. A booking deposit of £50 for single users was agreed with no deposit needed from regular users. Dicky advised that he has designed an order acknowledgement process if wanted and we had a discussion on monthly invoicing with no conclusion.
- c. Dicky commented on the variability of electricity invoices but that we were well placed due to lower usage from LED lighting. Oil costs are also going down.
- d. Mike will investigate the possibility of funding from the Garfield Weston charity fund for a new kitchen.

5. Health & Safety and Risk assessment update.

- a. Weekly Checklist completed by Dicky. Fire alarms are tested weekly. 1st Aid boxes and extinguishers checked. MCP4 was sticking intermittently in the test alarm position and the test key broke and got stuck in MCP1. Securitas (formally Stanley) came on site the next day and completed the repairs
- b. New Fire Assembly Notice now installed
- c. Hearing aid loop is not working but is needed as part of our Hall offering. Jo will ask her contact for advice. Mike will also check with his contact.

6. Maintenance

- a. Additional stones in the car park will be spread by Clive. Carried forward.
- b. LED lobby lights now completed and porch light replaced. Service valve still needs repairing.
- c. Proscenium Arch repainting. Carried forward.
- d. Unwanted equipment now disposed of.

7. AOB

- a. Brass plaques. Dicky offered to redo the plaques and create one for the late Chapman's donation. Terry will find the agreed wording and send to Dicky.
- b. Dicky has applied for funding for 4 small tables.
Some discussion was held about a missing table, to be investigated.
- c. Insufficient Car parking issue was discussed and will be pursued with the Parish Council.
Dicky will email the clerk.
- d. Caroline proposed a Table Top sale on a Sunday, to raise funds. Terry will add to next Agenda.
- e. **AGM.**

Unless Terry is contacted to the contrary he will assume all current trustees will be happy to stand again.

8. Date, place and time of next meeting.

AGM - Wednesday 17th May 2023 - 7.30pm in Hall.