Camps Village Hall Committee

Draft Minutes of meeting held on Thursday 29th February 2024 at 7.30 pm in the Village Hall.

1. Present

Terry Chapman, Richard Moore, Mike Pierson, Beverley Garbutt, Caroline Parkinson, Linda Shepherd, Cindy Smith and Jo Bishop . Also present was Sue Herbert, a custodian trustee with Chris Swan and Mel Laing as observers. Apologies have been received from Susie Culpin and Sue Coxall. 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 25.01.24. 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 of the new decor.
2. Regular User email Newsletter from Richard was sent on 25.02.24.
3. CambsACRE HallsforHire website update is not yet complete. Terry will update the phone numbers when the site is available.
4. A weekly/monthly bookings schedule will be updated by Susie.
5. Exterior and interior "In Case of Emergencies" notices now in place.
6. Chris Swan is setting up a social group for practical help to the hall. It was decided that "Friends of the Hall" was too formal as a name. It was agreed that when the Hall decoration is complete we should have a "Grand Opening". Mike suggested that a volunteer coordinator would be helpful. Mike, Beverley, Susie and Sue Herbert offered to join at the last meeting.
7. Chris has a list of possible activities, such as a Village Hall Coffee morning. *Chris subsequently offered to lead this project and a date for a planning meeting, chaired by Chris, needs to be arranged.*

b. Fund raising and social activities:
1. A Social Race Night is planned for **Saturday 9th November.** Carried forward.
2. An Easter Jumble Sale was proposed. Richard will ask Susie.
3. The Events Committee may wish to buy the table tennis table from the Youth Club and leave in situ for social events. Carried forward.

4. Financial report

a. Account balances to the 5th Feb.: Current Account: £9,004. Saffron Walden Reserve: £5,600 and Cash Account: £103. (Taken from Richard's email dated 14.02 24). As of the 29th, the Current Account was about £8,000. Refer to the email for more detailed expenditure.
b. Hall bookings are quite good. Reminder from a previous meeting....
   We will review all prices again in April 2024.
c. Quotation for redecorating lobby and toilets was £1,500 this was thought to be too much so Sue Herbert and Mike offered to do the task.
d. Richard offered to obtain a quote for wooden picture rails for hanging decorations.
e. Cindy is progressing online banking for easier operations.
f. Grant aid of 20% of project cost from ACRE was carried forward. Mel offered to search for grants.

5. Correspondence

a. PPL/PRS have reinterpreted their new definitions, so we further applied for the PPL part as well as the PRS. This will cover non commercial hirers of our hall. Commercial hirers need their own PPL.
b. The Charity Commission Return for 2023 was completed and sent by Terry.

6. **Administration**

a. New Terms and Conditions of Hire document V4.004 was endorsed by those present. All committee members have therefore agreed to be bound by the terms and conditions when they use the hall, either in their own right, for their own private hire, or as a representative/member of another group who are regular users of the hall. The VHC member has therefore effectively signed the terms and conditions on behalf of the group of which they are a member.
b. Review of Village Hall policies discussed and review dates to be added. Richard will circulate.
c. Project to replace custodian trustees from the 99y lease title by the Charity Commission is in hand and being progressed by our solicitors.
d. AGM to be held on Wednesday 15th May and could be promoted on CampsChat and FB. Terry will prepare the formal notice for posting in good time.

7. **Health & Safety and Risk assessment update.**

a. The Annual Fire Risk Assessment, now signed off by Mike as advised by the Duxford Fire Officer, was unanimously approved by those present. A review date of February 2025 was agreed.
b. The "Actions in the event of a fire" document was noted and is displayed, along with a "FIRE PLAN" with fire exits shown.

It was stressed that all fire door exits must be unlocked when the hall is in use.

c. Mike offered to search for new fire alarm service providers to replace current service provider.
d. It was agreed that the idea of a baby changing area was not suitable for the Hall. NFA.
e. The supply and disposal of sanitary waste boxes in place of PHS hygiene contract (6 months notice) will be discussed between Jo and Sue Herbert.

8. **Maintenance**

a. Richard's Maintenance Report sent on 13.02.24 was noted. Richard thanked Beverley for cleaning the oven and mentioned a broken handle in the central door.
b. The successful annual fire alarm inspection by Securitas was noted.
c. The Hall redecoration project is in progress and the Meeting Room looked splendid. Refer to Minute 4.d. above for the proposed picture rail to protect the new wall finish.

9. **Security**

a. Two key safes were approved. Richard offered to fit them and develop a procedure for use.
b. Mike offered to register for the Counter-terrorism online conference and will report back.

10. **Officer retirements**

- Richard is to retire as Chair, Treasurer and *de facto* janitor at the AGM on 15th May. In preparation for this he will hold training days to explain the timings and procedures needed for the rota system that was agreed.
  Saturday 11th May *and* ***Wednesday 13th March at 13.30*** *were subsequently chosen for training.*
- Terry is also looking to retire as Secretary and circulated a breakdown of his various tasks for reviewing by the trustees. It was agreed that an advert should be put in the Camps Review and distributed. Mel offered to design the leaflet/advert.

11. **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. The 4 small tables purchased with a grant from the Events Committee are now kept in the storeroom.
c. The extended car park working party, with Jo (and with Trevor) to represent us, is work in progress.
d. CambsACRE inspection update was given by Richard. It seems that we could apply for Hallmark status level 1 or level 2. Carried forward.

12. **Date, place and time of next committee meeting**

28th March 2024 in the Village Hall at 7.30pm