Camps Village Hall Committee

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

1. Present

Trustees: Terry Chapman, Mike Pierson, Cindy Smith, Jo Bishop and Melanie Laing. Also present was Sue Herbert. Apologies have been received from Susie Culpin, Chris Swan, Beverley Garbutt, Linda Shepherd and Caroline Parkinson . A quorum was present, so the meeting continued.

2. Approval of previous Minutes. Trustee declaration

Those trustees present approved the draft Minutes for the committee meetings held on 20.06.24 and 25.07.24. These were then signed and dated by the Chair.

Trustees were reminded to sign the declaration attached to the Agenda and return to the secretary.

3. Conveyance and Trust Deed updating

Theses were copied to Lisa Chambers of CambsACRE for review and her reply was that they are similar to those of the majority of other hall charities. Melanie will ring Lisa to discuss in detail

4. Camps Village Hall improvement proposals

As listed before, here are the ideas and comments as discussed:

a. Refurbishment of kitchen and toilets.
   This was carried forward pending quotations and funding. We have an offer from the Bingo hirers to supply new cups/mugs. All agreed that this was a welcome offer. Mike has an IKEA contact and Melanie will choose a suitable design
b. Have a name sign on the Hall entrance. Sue will ask James Coxall for advice.
c. Install planters to improve the approach to the Hall. This was carried forward.
d. Have a running bar available for use.
   This was agreed (Mike proposed and Jo seconded). Mike will investigate some optics. Jo will investigate glasses needs (40 or 50?). Terry will ask insurers to add to the policy when set up.
e. Install CCTV to the front of the Hall. This was carried forward.
f. Install Wi-Fi to control heating and to encourage booking etc.
   A cost comparison was recently circulated by Chris and a telephone line would need reinstating. After a general discussion on the process (passwords/parental controls etc) this was proposed by Cindy, seconded by Mike and all agreed. Melanie will progress with James Searle.
g. Plan to hold more events to raise funds for running costs and to use donations for capital improvements. This was agreed in principle at the last meeting. Not an action point.
h. Have a range of bins for recycling. Not discussed.
i. Make more use of our Gift Aid. Only to be used and agreed when a large individual donation is made.

5. Communications

a. CambsACRE HallsforHire website tab for Castle Camps is now updated with the Mike's home address, the VH email address and more photos. A general discussion was had on more improvements in uniformity of data between different online sites, with better photos, to improve our marketing profile. All trustees to Google such sites to check.
b. CambsACRE Fire prevention event is not necessary for us to attend.
c. Cambs. Police Cyber Security talks offer not needed.
d. A Facebook/WhatsApp booking schedule requirement led to a long discussion on our overall transparency as charity trustees regarding our accounting and booking processes. Most trustees are uncomfortable with the current system and **we are all liable** for any issues that might arise. Mike proposed an online booking and financial control system for greater transparency and ease of use, to **protect all trustees** from any financial queries that might arise. Melanie seconded and all trustees present agreed. Melanie will research and compare online applications.

6. Fund raising and social activities

a. The **Autumn Show** raised a welcome £443 and received good positive feedback**.**
b. The **Social Race Night** planned for **Saturday 16th November** is confirmed by Susie as being postponed to next year due to poor ticket sales
c. A **Jumble Sale** is planned for **Saturday 30th November**.
d. The Christmas Craft Market proposed for Sunday 8th December is cancelled as we are short of time. Melanie will ask Caroline if she would like to arrange a **Table Top Sale** in its place.

7. Financial report

a. Account balances: NatWest Current Account: £8,262 and Saffron Walden Reserve: £3,817 (as at last meeting). Cash flow was thought to be adequate.
b. Cindy has opened a Lloyds acc. for online internet banking for easier operations. This will take over totally from NatWest in about 4 months. Cindy will investigate a new accounting package.
c. Grant applications and quotations carried forward. (ref. 4.a. above)

8. Administration

a. It was agreed that policy review dates will be in a rolling schedule to be decided. Carried forward.
b. Project to replace custodian trustees from the 99y lease title by the Charity Commission is still pending as the Land Registry is slow in completing the action.
c. Proposal to correct our name on the Charity commissions website.
   Now we have a signed copy of the extraordinary meeting of 25th July, Terry can progress this with the Charity Commission.

9. Health & Safety and Risk assessment update.

a. Annual Fire Risk Assessment due in February 2025 has been noted by Mike.
b. Securitas Premier plus annual contract of over £2000 was further discussed and a motion was proposed to cancel this and replace with a less expensive supplier. Jo proposed, Melanie seconded and all agreed. Melanie will now cancel the contract by giving 6 month's notice.
c. The sanitary waste box is ongoing but might not be necessary. It was proposed to cancel the PHS hygiene contract. Jo proposed, Terry seconded and all agreed. Cindy will action.

10. Maintenance

a. Mike will initiate a Maintenance Log.
b. A check list of maintenance is to be prepared by Mel?
c. The Hall redecoration project is mainly complete, only the lobby and men's toilet. Carried forward.
d. A quote for wooden picture rails is awaited from Julian. Carried forward.
e. The boiler service has been done.
f. Emergency Lighting test failure of one has been checked and approved.

11. Security

The Counter-terrorism legislation (Martyn's Law) course on 21st June indicated a proportionate response for small organisations. This confirmed by CambsACRE. We await more details.

12. Secretary retirement and replacement

Terry asked if there were any responses to the Secretary poster, but none received. It was suggested that the trustees (including Terry) should approach anyone they know who has administrative experience.

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.
c. CambsACRE Hallmark status proposal to level 1 or level 2 was carried forward.
d. Terry reported on our broker's reply regarding having an unmanned bar in the Hall recommending an additional premium.
e. An artificial Christmas tree has been offered to the Committee for decorating the Hall. We all agreed accept this donation as it would enhance our festive activities.
f. Chairs are being mis-stacked and mis-placed. Larger notices needed.

14. Next committee meeting
Thursday 7th November 2024 7.30pm 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.