
Camps Village Hall Committee

Draft Minutes of meeting held on Wednesday 5th October 2022 at 7.30 pm in the Village Hall.

1. Present

Terry Chapman, Richard Moore and Jo Bishop. Apologies have been received from Susie Culpin, Linda Shepherd and Mike Peirson. A quorum was present so the meeting commenced.

2. Approval of previous Minutes

Those trustees present approved the Minutes of the last full committee meeting held on 10.08.22. These were then signed and dated by the chairman.

3. Action Plan progress review

- a) No progress with the Shudy residents WhatsApp group suggestion as no one responded to offer to be contact.
- b) Use of Facebook suggestion for promoting events. No offer received for managing these. Maybe just leave it to work unofficially.
- c) Mike is following up ideas with Alison Norden regarding residents' notifications. Carried forward.
- e) The loose group of willing helpers and organisers that already exists, without being a "Friends" group, has recently been successful in raising funds for the Hall, with a Jumble Sale and Bingo Nights.

4. Fund raising activity and proposals

- a) Susie wants to do another Jumble sale and possibly a Race Night, dates to be confirmed soon.
- b) Quiz Night to be arranged by Mike was carried forward
- c) A NYE dance is unlikely to go ahead as it needs helpers and arrangers.

5. Financial report

- a. Zero Carbon Communities Fund. **Mike** to progress if suitable. C/F
- b. Cambridge Foundation funding. **Mike** to progress. C/F
- c. Current Account had £8,729 on 5th Sept. Saffron Walden Reserve has £3,842 and Cash Acc. Is £599.
- d. Dicky's 6 month report shows income from 6th April was £5,341 and expenses were £6,646.
- e. Cash flow is adequate at present.
- f. Hall bookings look reasonable at present.
- g. Dicky has been in contact with EON regarding end of contract and the pending large price rises. **Terry** to investigate the ACRE offer.

6. Health & Safety and Risk assessment update.

- a. Weekly Checklist done by Dicky. All OK.
- b. New Fire Assembly Notice done by Dicky and on Notice board. Fire assembly point sign position confirmed at PC planning meeting. Sue Herbert has offered a scaffold pole for use. Now need to arrange installation.
- c. Boiler service needed. **Dicky** to arrange

7. Maintenance

- a. Internal decoration was discussed. Carried forward
- b. All curtain damage repairs done by Dicky and Trisha. Thank you both!
- c. Down lighters in bar and serving areas now fully working and areas are brightly lit.

8. AOB

- a. Purchase of brass plaque for the late Mr & Mrs Chapman will not proceed until funds are available.
- b. The bin collection issue has now been resolved and is working well. Thank you Dicky and Mike.
- c. Registration for Safe Area breastfeeding certificate. **Mike** to investigate. Carried forward.
- d. Dicky had good feedback from the Regular User Newsletter.
- e. Jo reported that stage lights were left on. It was thought that the complicated switch panel in the main hall near the kitchen needs to have clearer names against the switches. **Dicky** to check?

9. Date, place and time of next meeting.

Wednesday 16th November. 7.30pm in Hall.