
Camps Village Hall Committee

Draft Minutes of meeting held on Thursday 6th February 2025 at 7.15 pm in the Village Hall.

1. Present

Trustees: Terry Chapman, Mike Pierson, Cindy Smith, Linda Shepherd, Beverley Garbutt and Melanie Laing. Also present were Sue Herbert and Chris Swan. Apologies have been received from Caroline Parkinson, Susie Culpin and Jo Bishop. 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 meeting held on 03.12.24. These were then signed and dated by the Chair.

3. Conveyance and Trust Deed updating

Melanie will ring Lisa Chambers of CambsACRE to discuss in detail. This was further carried forward.

4. Camps Village Hall improvement proposals (see also the pending list below)

a. [New crockery research.](#)

Melanie has looked for plates, stacking mugs and bowls. Chris has helped. It was agreed that non stacking standard mugs are preferable.

b. [Name sign on the Hall entrance.](#)

Sue will progress the sign with James Coxall.

c. [Running bar general update.](#)

Some glasses supplied and more to be bought.

Melanie will ask Julian for a quote for shelving under bar. Mike will research racks from work.

Cindy has researched glass fronted wine fridges. It was proposed and agreed that Cindy can buy a good priced one if suitable. Stock will not be kept on the premises (we have zero stock cover), so Terry asked the insurance agent if our insurance needs to increase. Reply was that only if 50% or more of turnover came from alcohol sales.

d. [Wi-Fi installation.](#)

We still will need a policy and a guest password. Mike had a quote for a HIVE heating controller of £560. He will get a new quote and Mike also offered to tidy the wiring for the equipment. Terry advised that the insurance agent said that the electronic equipment should be included in the contents total. It was agreed that the current contents value of £27,800 was sufficient to cover this extra asset.

5. Communications/Marketing

a. A discussion on data for website presentations continued from the last meeting. An issue with outdated pricing was resolved on the Castle Camps website, VH tab. Still need to update info on Venues4Hire.org. The CambsACRE – HallsforHire site needs Wi-Fi added, hall room size corrected to 120 persons and reference to HallMaster included. Mike offered to add more photos to this site. [\(Subsequently Terry found the contact, being: toby.frith@cambsacre.org.uk\)](#)

b. Linda and Beverley agreed to try to simplify the lengthy 9 page booking form.

c. Melanie advised that the Hall Master booking system trial is operational for 1 more month then can go completely live. This could also be useful for rota checking and refunds of deposits.

6. Fund raising and social activities

a. **FCCVH report.** Chris reviewed the Diary list in the Parish Review. Table Top Sale, Social Race Night and VE Day event were discussed.

b. The next jumble sales are: **February 22nd. May 17th. August 16th. November 29th.**

7. Financial report

a. Cindy advised the following Account balances: NatWest (Soon to be Lloyds) Current Account: £7978.64. Lloyds: £7827.68. Saffron Walden Reserve: £3,817 (as at previous meetings). Cash: £490.68.

○ Chubb has now been cancelled.

- Electricity use is being reviewed.
- The Events Committee is paying for the Wi-Fi.
- All incoming money needs to go to the treasurer, preferably by bank transfer.
- As of 1st April we will start using HallMaster for financial arrangements.

8. Administration

- a. As Terry is retiring at this year's AGM, a Secretarial functions list was requested by Linda and Beverley. I will draft a more detailed one but basically it involves drafting agendas, taking and sending out minutes, keeping records and arranging the AGM requirements. Other jobs/contacts that could be taken on by others are the Charity Commissioners, CambsAcre, Insurance Brokers and Parish Review articles. (Cindy has taken on the PPL/PRS contact).
- b. Project to replace custodian trustees from the 99y lease title by the Charity Commission is still pending. *Subsequently some good news! The Land Registry issued the updated transfer on 26th January showing the Charity Commissioners are now holding the lease.*
- c. Proposal to correct our name on the Charity commissions website.
Terry has to further chase this as no other response has been received.
- d. **AGM was proposed for the Tuesday June 10th at 7.45pm**

9. Health & Safety and Risk assessment update.

- a. Annual Fire Risk Assessment. Mike will review later this month February 2025.
- b. Our new fire alarm service supplier is Trevor of Dual Fire Protection. He will visit later this month. The Chubb contract has been cancelled.
- c. We have a 3 year contract with PHS Hygiene. Apparently it was cheaper to continue than to cancel.

10. Maintenance

- a. Log update – Mike will use Google to record faults and with a time line for fixing. Chris offered to check DropBox.
- b. Maintenance check list being organised by Melanie. WIP
- c. We need a timed switch off for the exterior car park light. Melanie will chase.

11. Security

Another front door key needed
Melanie proposed that we should have an Emergency Disaster Plan. Carried forward.

12. AOB

The extended car park working party has not yet moved forward, so Melanie and Cindy will prepare a plan to present to the working group. This was carried forward.

14. Next committee meeting

Tuesday April 22nd 2025 at 7.45pm 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.

PENDING LIST

- Quotes and grants for refurbishment of kitchen and toilets.
- Install planters to improve the approach to the Hall.
- Install CCTV to the front of the Hall.
- Have a range of bins for recycling.
- Policy review dates schedule.
- Wooden picture rails and of clear Perspex strips.
- Recognition plaques.
- CambsACRE Hallmark status proposal.
- Counter-terrorism legislation (Martyn's Law). We await more details from CambsACRE.