
Camps Village Hall Committee

Draft Minutes of meeting held on Thursday 7th November 2024 at 7.30 pm in the Village Hall.

1. Present

Trustees: Terry Chapman, Mike Pierson, Cindy Smith, Susie Culpin, Beverley Garbutt, Jo Bishop and Melanie Laing. Also present were Sue Herbert and Chris Swan. Apologies have been received from 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 meeting held on 03.10.24. These were then signed and dated by the Chair.

Trustees present signed the declaration attached to the Agenda. These were kept by the Chair.

3. Conveyance and Trust Deed updating

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

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 to new pending list. Meanwhile, Melanie will send new mug details to Jo. Mike will check on 20% discount at IKEA.
- b. [Name sign on the Hall entrance](#). All approved the new logo designed by Ali Norden. Sue will organise the sign with James Coxall?
- c. [Install planters to improve the approach to the Hall](#). This was carried forward to a new pending list.
- d. [Have a running bar available for use](#).
Mike has some optics. Jo and Cindy will organise glasses needs (40 or 50?). Discussion was held on coloured lights, concealing drinks and having a shutter.
- e. [Install CCTV to the front of the Hall](#). This was carried forward to the pending list.
- f. [Install Wi-Fi to control heating and to encourage booking etc](#).
Melanie has spoken to BT. They will install for free. Router is £43.95/month for 2 years + £10 delivery. Melanie will progress and confirm prices.
- g. [Have a range of bins for recycling](#). This was carried forward to pending list.

5. Communications/Marketing

- a. CambsACRE HallsforHire website tab for Castle Camps is now updated with the Mike's home address, the VH email address and photos. Mike offered to source better photos. Melanie will arrange for the new logo to be added to Facebook advert. Following the discussion at the last meeting on the need for improvements in uniformity of data between different online sites, to improve our marketing profile, Terry checked a number of Google search listings as follows:
 - [ukhallhire](#) (uk-hall hire.co.uk) - we are listed with our email address. Facilities mentioned but not room capacities or prices.
 - Venues4Hire.org - info. is probably extracted from the CambsAcre listing. One photo shown. Info needs updating with new mobile no. And email. Mentions hearing loop!
 - HallsHire.com – not listed
 - Google - "Halls near me". We're not on the map but are shown, with a great review from Mike. Thanks Mike!
 - Note: the CC website hall tab shows a large room capacity of 120, others show 100!
- b. Melanie reported back on her research into an online booking and financial control system as agreed at the last meeting, to give us greater transparency, confidence and ease of use. The two systems investigated were Lemon Booking and Hall Master. It was agreed that the Lemon Booking was more expensive and the Hall Master has online demos. It costs £22.08/m (£265 inc. VAT per year). It is very flexible with an on line calendar and offers a free trial. We agreed to the trial. Terry viewed the Hall Master app on the Ashdon Village Hall web page. The Calendar layout is clear and easy to use.

6. Fund raising and social activities

- a. **FCCVH report.** The **Autumn Show**, which raised a welcome £443, was well attended but we would need more time for arrangements next year and improve our processes. There was no time to arrange a Christmas Fayre, so need to plan one earlier for next year. A Spring Fayre is a possibility. Mike suggested a **Battle of Britain Event** on Sept. 15th to coincide with its 85th year.
- b. The **Social Race Night** was postponed due to poor ticket sales but could be held in March 2025?
- c. A **Jumble Sale** is planned for **Saturday 30th November**. Susie is arranging flyers.
- d. There is no time to replace the Christmas Craft Market proposal with a Table Top sale.

7. Financial report

- a. Account balances: NatWest (Soon to be Lloyds) Current Account: £8,900. £5000 will be transferred to Lloyds. Saffron Walden Reserve: £3,817 (as at previous two meetings). Cash: £474.98.
- b. Grant applications and quotations carried forward to new pending list. (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 exceptionally 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 has progressed this by post with the Charity Commission.

9. Health & Safety and Risk assessment update.

- a. Annual Fire Risk Assessment. Mike will review in February 2025. Mike replaced the battery in the failed emergency light and will record in the log book, otherwise all OK.
- b. Securitas didn't need 6 month's notice of cancellation, so Melanie cancelled immediately and will sign up the new fire alarm service supplier.
- c. We pay a year in advance for the PHS hygiene contract, so Cindy will cancel the Direct Debit immediately.
- d. Mike is organising the layout for correct chair stacking and placement. *Subsequently Mike has posted photos of the new layout showing safe access to cabinets and exterior door in the store room.*

10. Maintenance

- a. Mike will create a Maintenance Log on Google Drive. Mike has repaired the leak in the men's toilet and will touch up paintwork. Mike has sprayed the weeds around the hall. The Cambridge Water supply pipe in the driveway is still leaking after the repair, so Terry will report again.
- b. A check list of maintenance is to be prepared?
- c. The Hall redecoration project is mainly complete, only the lobby and men's toilet. Mike has paint available for this.
- d. A quote for wooden picture rails is awaited from Julian. Discussion on use of clear Perspex strips above the current chair rails to prevent more damage. Carried forward to pending list.

11. Security

Counter-terrorism legislation (Martyn's Law). We await more details from CambsACRE.

12. Secretary retirement and replacement

No responses. Melanie suggested a note in the school bags?

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, so Melanie and Cindy will prepare a plan to present to the working group.
- c. CambsACRE Hallmark status proposal to level 1 or level 2 was carried forward to pending list.

14. Next committee meeting
Tuesday 3rd December 2024 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.