

## Minutes of Committee Meeting held on April 5<sup>th</sup> 2024

- 1. Welcome** Jan welcomed everyone to the meeting.
- 2. Present** Jan King (Chairman) Iris Chown (President) Liz Sweeting ( Treasurer) Margaret Gover(Secretary) Linda Deeley (Booking Co-ordinator) Peter Brown, Martin Peat, Gaynor Underhill, Barbara Williams Market Bookings Lara ? Market Booking Assistant.
- 3. Apologies** Apologies were received from Annabelle Peters following the meeting.
- 4. Minutes of Previous Meeting**

These were agreed as a true record of the meeting held on February 28<sup>th</sup> 2024 and were signed.

**5. Matters arising not covered elsewhere on the Agenda**

MP had been asked to identify areas where maintenance were required.He asked to be appraised about this. JK said that a meeting will be arranged with MP to show him around and point out areas of concern.

**6. Chairmans report**

JK reported that the gutters had been cleaned and cleared of the ‘Hedgehog brushes’ which were trapping a lot of dirt and moss which were blocking drainage and causing overflowing. Nigel’s windows had charged £150 for this service which was agreed as very reasonable.

The urgent information relating to the Solar Panels which had been requested had been sent. No response had been received to date.

The Ringcraft, Dog Training, who had recently cancelled their Wednesday evening slot had requested to return. However this slot had already been filled. They do wish to continue to hold their committee meetings at the hall.

Tone Fire had inspected the light at the end of the car park and reinstalled a new unit. The cost around £500

The chair covers used at a wedding some time ago have been returned but require laundering.

The information required by the Charity Commission has now been submitted. An apology has been received from the Charity commission. They will waiver charges for the late submission which was due to website problems.

### **7.Treasurers report**

LS reported that the balances were extremely healthy.

5% of the Treasurers A/c had been transferred to the Reserves A/c

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Account Balances: Treasurers Account: E9038.11

5% - 2452.00 transferred to Reserve account

E-mail to Mike Evans re Audit

Reserves Account: 20,405.03

Projects Account: E 27,746.21

Annual Income/Expenditure for 2023-2024 April 1<sup>st</sup> 2023-March 31<sup>st</sup> 2024 to be confirmed by Auditor

Income: E 32,765.14

Expenditure: 227,288.60

+ E5,476.54

BT Price Increase from April 1<sup>st</sup> of 7.9% Increase from E85.55pm to E92.30pm

It was suggested that an alternative provider be approached for a quote. **LB agreed to do this.**

A payment had been received from an unknown person. Attempts have been made to trace the source of this.

£1,000 interest has been received this year since transferring to CAF Bank.

## 8 Booking Co-ordinators Report

Recent bookings include

- 2 children's dance classes – funded by the parents who want their children to learn traditional cultural dances.
- All day Fridays during term time starting April 19<sup>th</sup> for Baby sensory sessions
- The Hall will be used for Polling Station on 2<sup>nd</sup> May

## 9. Carey Grove

PB gave an update of the process of requiring the land at the rear of the Hall. It is thought that this may be brought to a conclusion in the near future. When the Village Hall has taken over the stewardship of this land more management decisions will need to be made regarding its use and upkeep.

It is anticipated that it will be used as a quiet area and as an addition and extension to the village hall for various activities yet to be decided.

## 10. Website

The Committee Officers had met with Andrew Williams to discuss him taking over as webmaster for the Village Hall website. He has devised a 'map' of how the site could look which had been given approval.

He has started preparing this. He needs more information. There are some photographs of the market and other documents which MG will send him. It is a work in progress.

During the discussion which took place the question was asked about identification of committee members and possible users of the hall who could be mentioned in the minutes.

Some of the committee would like initials to be used in reference to them as in the parish Council Minutes.

MG contacted AW in his capacity as Clerk to the parish Council for clarification with regard to data protection for committee members. It is not necessary for committee members identification to be shielded or concealed. As a charitable organisation this information is in the public domain and as committee members we are accountable. Initials are used purely for convenience in the text.

Should a member of the public need to be referenced in the minutes the identity will be concealed.

## 11. Future events

### Art Exhibition

MG had been investigating the possibility of holding an Art and Craft Exhibition associated with the Annual Flower Show. Following further discussion with the Committee it became apparent that there would not be enough sessions available at the Hall to do this justice. LB was keen to run workshops for children and adults at the same time as the Art Exhibition but it was pointed out that space would be an issue. MG will take these comments back to the Flower Show Committee. Whilst it may be possible for a Workshop to be held in the week leading up to the Flower Show the idea of an Art Exhibition will probably have to be put on hold until next year.

### Film Night

LD has more information to collect regarding the organisation of an event such as this.

## 12. Formation of Committee support group

This had been agreed in principle. JK will let MG have details of those who have already volunteered. If anyone else knows or can recruit people willing to support the committee with their activities please let MG or JK know

## 13 Garden Tubs

There has been no response to requests to local businesses to sponsor a tub. JB agreed collect the tubs which were being bought from the Flower Show Funds. We will accept any



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donations of plants and growing medium. LS will ask the gardening club for suggestions of appropriate plants and planting plans.

## **14.AOB**

### Market

BW as Market organiser reported that the uptake of tables at the market had dropped off. There could be many reasons for this.

BW was asked to be available to direct stall holders to the designated tables. Interruptions to the preparations in the kitchen were inappropriate for health and safety, and hygiene reasons.

In order to avoid long discussions about the market organisation at committee meetings it was suggested that Barbara prepare a report for the committee detailing the arrangements to ensure the market ran smoothly.

She was thanked for her efforts.

### Crockery Replacement

There are a few bookings requiring full sets of crockery and extra items of tableware. JK will source small items.MG will investigate the cost and replacement of the larger items.

### Policies

The Policy file should be Passed around committee members for their comments. This must be completed before the **AGM which will be on Friday 28<sup>th</sup> June 2024 at 7PM**

The date of the next meeting is **16<sup>th</sup> May 2024 at 7pm**

The meeting closed at 20.50hrs.