

# East Farndon Village Hall Committee

## Minutes of meeting 7.30pm Thursday 12<sup>th</sup> May 2022

### **Present:**

Paul Hodgetts, Paul Jeanneret, Joanna Shaw, Sheila Fox, Laurel Curtis, Jess Oakden, Sam Beesley, Rosie O'Connor, Russell Burton, Anthea Bartram

### **Apologies:**

Carly Jeanneret, Teresa White, Elaine Pepler

### **Agreement of previous meeting's minutes:**

Agreed by all present.

### **Trustee Roles:**

A brief summary of a meeting on this topic held by ACRE on 28/4/22 and attended by JS was given. A copy of "Trustee Roles and Responsibilities" (ACRE) was distributed to Trustees, who were encouraged to read it.

### **Finance:**

- PJ is setting up an online current account with Lloyds Bank. Two further signatories were needed- JS and PH agreed to be the co-signatories. The Market Harborough Building Society account would remain open as an investment account as it is interest bearing, and funds would be split between the two accounts.
- A full account was needed to be submitted to the Charities Commission for tax year 2021-22 on account of our grants exceeding the level of basic accounting. PJ and PH to investigate if an auditor/accountant was necessary for this.
- The committee was asked again for their approval to subsidise the children's lunch and associated costs at the Jubilee Fete, and this was agreed.
- Budget: PH asked PJ and EP to estimate income from rents and expenses in order to better establish a budget for the year.
- Income: Hall hire fees were discussed, in relation to neighbouring village hall fees. A review and recommendation of a new fee structure was to be actioned by JS,PH,PJ and JO and presented at the next meeting.
- Expenses: Electricity costs were rising and energy savings measures were needed.
  - SB had a quote for energy saving lighting replacement of £2160. Discussion and agreement on this was carried forward to the next meeting.
  - Current action: it was agreed that 4 heaters should be turned off over the summer months, and this was to be reviewed at the next meeting.
  - JS and PH to look at community grants for cheaper heating/lighting/solar panels.

### **Fabric and Facilities:**

- The insurance exclusions for the hall from the policy document were circulated. It was noted that some activities (eg use of bouncy castles) were excluded from the policy.
- Health and safety update: PAT testing is to be carried out by Tony White (with thanks from the committee) (**TW to action**). In return for borrowing their equipment, Harborough Theatre was given consent to advertise for free in the Hall.
- An estimate for fire doors was provided by SB. It was agreed that **JS** would arrange a fire safety inspection and the provision of adequate fire safety hardware including doors would be revisited at the next meeting.
- A safety light test was due (**PH to action** after fire safety inspection).
- It was noted that a first aid cupboard was needed (**JS and JO to action**) and fitted in the kitchen area.
- An inventory with condition photos was taken on 27<sup>th</sup> April and was circulated.

### **Bookings:**

- A draft hirer's agreement is expected from ACRE in the next few weeks, after which it was agreed that we adopt the content and pay the fee for using it.

### **Events:**

- The minutes of the social committee meeting held on 25<sup>th</sup> April 2022 (attached) were read and approved.
- It was agreed that the following events be held, and temporary event licences be applied for (**JS to action**):
  - BBQ 20<sup>th</sup> August
  - Harvest Supper 17<sup>th</sup> September
  - Halloween party 29<sup>th</sup> October
  - Carols 10<sup>th</sup> December
- The Thursday games afternoon would run monthly from Thursday 14<sup>th</sup> July.
- The Jubilee coffee morning on Friday 3<sup>rd</sup> June would be supported by Trustees from the social committee.
- Ticketing: **LC** to look into Ticket Source ticketing for events.
- Licensing: It was agreed that the following licences would be sought and paid for: (**JS to action**)
  - PPL/PRS
  - Temporary Event Notices (for alcohol sales and supply) for events rather than annual fees

### **Other issues and actions:**

- A draft Constitution prepared by RB PH and JS was circulated, to be discussed at the next meeting.
- Governing document: revisions to this (including change of obligatory charity reps on committee) would need to be done and consultation with ACRE was to be sought. Revisions tbc at next meeting.
- A draft Code of Conduct was distributed and was to be discussed at the next meeting.

**AOB:**

- The resignation of Jan Cooper was accepted.
- Anthea Bartram was proposed as a new Trustee by JS, seconded by PH and agreed by all present.
- Russell Burton was proposed as Vice Chairman by PJ, seconded by LC and agreed by all present.
- The previous committee had been thanked publicly on the village website. It was agreed that Trustees' names be published on the website.
- There had been a request for a coffee machine by regular hall users. The committee agreed to buy a large scale machine/cafetieres after consulting with hall users. SB also offered to donate a coffee machine.
- **JS/LC** continue to put out bins for weekly collection.

Meeting closed 9.10pm.

**Date of next meeting:**

**Thursday 30<sup>th</sup> June 7.45pm** (please note revised date)