

## **ALVECHURCH VILLAGE HALL COMMITTEE MEETING**

Minutes of the meeting on MONDAY 4<sup>th</sup> April

### **Present**

Mike Crook, Angela Mawdsley, Alan Helmore, Steve Siddle, Jude Yendell, Maura Williams, Sheila Evans, Julie Warrender, Stephanie Miall, Chris Davies, Jan Brice, Jackie Burch, Clare Howe, Annette English

### **Apologies**

Norma Divine, Hazel Watkiss, Pat Riley

### **Minutes of the Meeting Feb 7<sup>th</sup> 2022**

The minutes were accepted as an accurate record.

### **Reports**

Interim accounts and the reports from the Treasurer and Hall Manager were circulated prior to the meeting and are attached to the hard copy of the minutes.

### **Chairman's Report**

CD reported that the piano has been removed from the stage and is awaiting collection also that the next drama production will be running from 28<sup>th</sup> – 30<sup>th</sup> April 2022.

### **Treasurer's Report**

The report was taken as read by the committee prior to the meeting.

SS has now issued the invoices for March and April, which have enabled him to finalise the accounts for the financial year ended 31 March 2022, which now show total Hall Lettings of £12,561 and net assets at the year end of £34,369. He also reported that he had reminded the recipients of the invoices that as of 1 April the hall charges are back to the pre pandemic rates.

### **Hall Manager's Report**

JW asked if she could purchase weedkiller and sand to treat the cracks in the paving at the front of the hall, CH and her husband have been tidying this area since the last meeting. It was agreed that the purchase could go ahead.

JW explained she is waiting for a quote from the window cleaning company used previously, SS to look out previous invoice to compare costs **ACTION SS**

JB asked JW how helpful the extra working hour had been for completing tasks, JW reported she has been able to make more progress with things such as gaining Insurance information from users.

Some users have found the heating too high, CD wondered if the thermostat was working correctly, JW to test out the heating before contacting the engineer **ACTION JW**

JW reported that occasionally the drinks boiler and lights are left on along with the doors not being closed correctly. A check list of required tasks is sent to users, JW to monitor and contact the users in future as necessary. It was suggested to leave a checklist in view in the kitchen area. **ACTION JW**

## **Charity Commission**

SS asked that all Trustees read the recently circulated email from the Charity Commission, in particular it was highlighting Trustees' responsibilities, minimum wage rules (which could be relevant when considering making an ex gratia payment or gift to the handyman) and guidance about amending the Governing Document (which is part of the five year plan).

## **Insurance**

The insurance policy had been renewed on April 1<sup>st</sup>.

SS explained that users relying on our insurance are only insured for Public Liability and not for their members or property. JW is establishing who has their own insurance.

Guidance provided by the insurers emphasised, among other things, the need to ensure that contents are adequately insured, that risk assessments are reviewed annually and that external areas are adequately lit.

It was agreed that the hall contents inventory needs to be regularly updated and amount required for replacement be recorded. JW to review the inventory. **ACTION JW**

CD to review risk assessments annually **ACTION CD**

A discussion took place as to whether outside lighting was needed by the garages. As this is a public right of way, AH will take the matter to the Parish Council, but he did not hold out much hope that they would take it on, given the current lack of funds.

**ACTION AH**

It was suggested to put similar lighting in the sheds into the garages.

The Insurers need to be notified if any of the Trustees has a criminal conviction, police caution, or if any such matter is pending. It was suggested that anyone affected by this should contact JY confidentially, so that she may refer it to the insurers for guidance.

## **Five Year Plan**

A copy of the draft Five Year Plan had been circulated prior to the meeting. CD asked for any comments -

ND had asked why the hearing loop was on hold and if instructions would be given to users. CD explained a connecting cable was required which was to be fitted soon and that users would be informed of the systems use.

JB asked if the concrete stairs needed to be resurfaced, CD suggested looking to see what is available to improve them.

CD asked for volunteers to lead future projects.

JB to write a summary of the last 5 year plan. **ACTION JB**

## **Whitehouse Signage**

CD asked for approval of it continued use, it was agreed use could carry on.

## **Matters Arising**

### *Website Update*

Updated photos of the hall to be taken ACTION AH

Updated photos of user groups to be sent to CD

Photo of Committee to be taken at next meeting

ZONE Plan ACTION CD

Updated housekeeper role and hours, to be circulated before next meeting ACTION JY

Key Security and PA training

To go into the next newsletter ACTION JW

## **Any Other Business**

JB is meeting the power company with regard to the powerlines running through trees outside.

The freezer has been installed in the Kitchen, JW to put into newsletter. ACTION JW

SM suggested adding a Structural and Roof survey to the Five Year Plan. SM to contact David Scriven to check the condition of the roof ACTION SM

AH explained the PC are working on an Emergency Plan, they will be contacting the committee in future with regard to whether the hall can supply temporary accommodation in the case of an emergency situation.

AE to investigate a Western Power Grant ACTION AE

Meeting Closed at 20.45

Next meeting scheduled for Monday 6<sup>th</sup> June 2022

