

## **ALVECHURCH VILLAGE HALL COMMITTEE MEETING**

Minutes of the meeting on MONDAY 6<sup>th</sup> Dec 2021 @ 19.00 hrs

### **Present**

Chris Davies, Steve Siddle, Jan Brice, Jude Yendell, Hazel Watkiss, Norma Divine, Sheila Evans, Claire Howe, Angela Mawdsley, Alan Helmore, Maura Williams, Pat Riley.

### **Apologies**

Annette English, Jean Champ, Sue Bodnar-Smith, Jackie Burch

### **Minutes of Meeting September 20<sup>th</sup> 2021**

The minutes were accepted as an accurate record by the Committee.

### **Reports**

The reports from the Treasurer and Hall Manager were circulated prior to the meeting, they are attached to the hard copy of the minutes.

#### **Chairman's Report**

CD reported that it was good to see more groups returning and that there is now good usage of the hall.

He thanked the organisers of the Christmas Craft Fayre which raised just under £1000 also all of those involved in the recent play, both events getting new people to visit the hall.

CD expressed sadness at the loss of Patrick Riley since the last meeting.

#### **Treasurer's Report**

SS provided a number of updates since his report had been prepared in the previous week:

The Oct/Nov invoices had been prepared, ready for issue when he could also report on the decision about hire charges. The effect of this is to increase hire fees by £1,869 to £7,583, thereby increasing the surplus to date to £3,522 and net assets to £34,426.

He is still awaiting the activation code from HMRC to enable him to make the Gift Aid claim in respect of the donation for the new curtains.

The NEST registration has been completed, but CD and JB have still to register as delegates so that three people will have access to the account. (JB reported difficulties in trying to do this) Formal invitations to join the pension scheme have been sent to JW and MW, and the next step will be to enrol them if they choose to join.

He has reported the required details for the music licence and is awaiting the invoice.

CD thought that keeping a reserve of funds was important to cover any future lockdowns and was crucial for paying bills etc so as to keep the hall open in future.

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

JW had nothing else to report.

Keys – SS reported that one of the groups that had stopped using the Hall had been unable to return a key, because it had been lost. He was concerned about the implications for the security of the Hall if there were unauthorised keys about, and he thought that something should be done to emphasise the need for Hall users to keep them safe, so he suggested that as well as a deposit of £20 being charged per key, users should be charged a further £50 if the key is lost. This was agreed to. JW to communicate this to all users along with a statement of the importance for security of the hall in the next newsletter

**ACTION JW**

### **Hall Hire Charges**

The temporary halving of hire fees was discussed at some length. Although some groups are getting back to something like normal, others are still struggling with numbers, and now there is the added concern relating to the Omicron variant of the virus, which could cut attendances further. This led to a general feeling that the 50% discount should continue for a bit longer. SS reminded the trustees that they should consider what is best for the Village Hall, not what they would like to see in place for their groups. CD pointed out that what might seem best for the VH in the short term, by increasing immediate revenues, might not be in its long term interest if it causes groups to leave. He also pointed out that what we decided had to apply to everyone, and that we had been provided with sufficient financial support to enable us to keep the discount going for a bit longer. The discussion was then about when to end it, and SS suggested the end of the financial year as a convenient date. AH suggested that we leave the decision on that until the next meeting, when we should know more about the effect of Omicron, and just tell groups that it will continue until 7 February, when it will be reviewed. All agreed to this approach, and SS pointed out that as we have promised groups reasonable notice of any change, and as it will make invoicing complicated if we make a change mid-month, in effect it means that the discount will continue to at least the end of February.

### **PA System**

JB suggested some training for the user groups was needed, perhaps by co-ordinating a training day

**ACTION JW**

KY to fit a key safe and all regular users to be given the code, for one off users JW to give the key and not the code.

**ACTION KY and JW**

Hearing loop should be fitted in the near future

## **Christmas Lights**

JB discussed how to use.

CD thanked those that had put the lights and decorations up.

## **Christmas Fayre**

JB explained that it was very successful and will be replacing the Pumpkin Festival in future as a fundraiser.

## **Five Year Plan**

CD explained that the current Five Year Plan was coming to an end once the hearing loop is fitted and now is the time to consider the next Five Year Plan.

Suggestions were;

Reducing carbon footprint, to get an Energy Efficiency Report done to see what could be done. SS to contact AE to see how to get a report done **ACTION SS**

Screen and Projector

Replacing chairs

CD asked for further suggestions from user groups, to be discussed at future meetings.

## **CO-OP Bid**

The bid has been successful, user groups to mention to their members that they can now nominate the hall.

## **Matters Arising**

Online Banking **ACTION SS**

Annual Update Declaration **ACTION CD**

User insurance Documents **ACTION JW**

Tree Cutting/ Electricity Board – still waiting for the EB to complete

Am Drams to clear under the stage **ACTION CD**

Post Code Lottery **ACTION CD**

Defibrillator

AH did not think the PC would take responsibility, grants would have to applied for. AH to go back to PC and ask again. **ACTION AH**

## **Any Other Business**

### *Whitehouse Music Lessons*

Robyn Whitehouse has bought a new piano to replace the out of tune one, she has requested to move the acoustic to the side of the stage taking it out of the dressing room. She is also asking the committee if she can bring a second piano into the hall. This would mean there would be 2 pianos in one of the rooms and one in the dressing room. The pianos are digital and will need to be plugged in, however there is only one plug socket in the room, she is looking at getting a cable tidy which will be removed at the end of the session.

It was decided that RW should be asked to dispose of the old piano, rather than just move it onto the stage, and concerns were raised about trailing cables and whether the additional piano can be removed when other groups need to use the room.

Clarification is required with regard to the use/ storage of more pianos/ keyboards and an electrical socket.

**ACTION JW**

### *Vaccination Enforcement*

JW has been emailed by a potential user if the Hall has any ruling that attendees require to be vaccinated.

It was agreed that this cannot be enforced by the Hall and that it is up to individual groups to decide.

Meeting closed at 20.45

Date of Next Meeting February 7<sup>th</sup> 2022 at 19.00