

## ALVECHURCH VILLAGE HALL COMMITTEE MEETING

Minutes of the meeting on Monday 6<sup>th</sup> June 2022

### **Present**

Jan Brice, Pat Riley, Julie Warrender, Maura Williams, Jude Yendell, Chris Davies, Annette English, Norma Divine, Stephanie Miall, Mike Crook, Angela Mawdsley, Steve Siddle, Jackie Burch, Hazel Watkiss

Before the meeting commenced the Committee bid farewell to Maura Williams.

### **Apologies**

Clare Howe, Sheila Evans

### **Minutes of Meeting April 4th 2022**

The minutes were accepted as an accurate record.

### **Reports**

Interim accounts and 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 bid farewell to MW and thanked JB and JW for recruiting her successor.

CD reported that Alan Helmore had left the Parish Council and would no longer be their rep on the committee. The Parish Council will be confirming his replacement in the near future.

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

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

SS reported that since the accounts were prepared Whitehouse Music had been invoiced £604, so now the deficit is £1023.04 and the assets are £33,405.38.

CD reminded the committee of how they can use Amazon Smile when purchasing from Amazon and SS reminded members to nominate the Village Hall with the COOP

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

JW thanked RY and KY for their continued maintenance work, RY has been repairing some of the broken chairs recently.

Discussion took place with regard to replacing the chairs in the future, it was decided that cleaning, comfort and stackability were important factors to consider. It was suggested to look at West Mercia Supplies for their replacement.

PR reported the guttering by the sheds was blocked. JW to ask the window cleaner to look at removing the debris

**ACTION JW**

JW reported that the new cleaner Wendy Barry will be starting on 7/6/22 and MW will do a formal handover. The other 2 candidates' details have been kept for future cover if necessary.

Check lists for users are now being displayed

It was thought that all the red chairs could now be left out in the Main Hall

### **Staffing**

JW reported the temporary extra hour received each week had enabled her to catch up and complete tasks, she asked that her hourly rate be increased. JW left the room so the committee could discuss her request.

CD proposed to make the extra hour permanent so there would be less lieu time, completion of regular tasks and newsletters. JB suggested an annual review of working hours. All agreed.

SS reported that JW's salary was £12.19 per hour, which equates to £634 for a 12-hour week and that the annual CPI inflation rate for March was 7%. If her pay were to increase now by 7%, the hourly rate would be £13.04 and her monthly pay £676, which is £2 per hour more than the new cleaner will be paid. SS proposed that we offer her this rise and backdate it to April 1<sup>st</sup> so the next cost of living rise for both posts would be set for next April. All Agreed.

CD emphasised that the pay for the 2 posts is not linked and should be kept separate in future. All agreed. Julie was informed of the Committee's conclusions, and confirmed that she was happy with them.

### **JB Reported**

Hearing loop is now fully fitted, it just needs to be tested by a hearing aid user.

Key Safe is to be fitted for one off users.

Village Hall podcasts may be useful to listen to, they can be found on you tube covering various light topics lasting about 20 minutes.

### **Insurance**

A briefing note prepared by SS had been circulated prior to the meeting and is attached to the minutes.

CD asked the committee to accept that the non-commercial groups who do not have their own insurance be able to use the Village Hall's public liability cover. All agreed.

CD summarised that it was agreed to extend the hall's insurance to Silver Threads, Real Ale Society, Wine Society and Acoustic Roots. Still waiting for insurance details from Soul Manifesto and the Ukulele group.

**ACTION JW/SS**

JB had explained earlier that she had been in touch with Richard Timney of Community First to try to clarify the insurance situation regarding commercial users and if there are any further problems he has a contact who may be able to help.

## **Last 6 Years Village Hall Achievements**

JB had prepared a list of these which was circulated to the committee before the meeting.

JW to confirm when they were completed

**ACTION JW**

SS had more to add to the list;

Hall policies formulated and publicised

Pension Scheme

Gift Aid Scheme

Joined Community First

Bi- Monthly Invoicing Introduced

Recycling Collections

Petty Cash Expenses Delegated to Hall Manager

New Curtains in Main Hall

CD thanked JB for putting the list together.

## **Structural Survey**

SM reported that she had contacted 5 companies for quotes, they range from £950 to £2,400 + VAT. SM requested for help in checking over the quotes, CD and AE volunteered and it was agreed it should be done before the end of June.

**ACTION CD/SM/AE**

Findings so far include:

Possible leak near the flat roof – although Julie commented that this may be related to an historic problem.

The mortar needs replacing around the sandstones at the front of the hall.

Sound proofing of the committee room may not be too difficult to do.

## **CO OP Bid**

JB has applied for a grant to help with the cost of the Structural Survey.

## **Matters Arising from Last Meeting**

**Heating** The boiler is due to be serviced, JW to ask if the thermostat is working correctly **ACTION JW**

**Risk Assessment Review** – to be done

**ACTION CD**

**Lighting by Garages** AE reported this has been raised by Alan Helmore at a PC meeting. We will await further information from the new Parish Council rep.

**Updated Photos of the Hall** ND suggested local photographer Kieran Durrant, SM to contact.

**ACTION SM**

**Fire Zone plan** – to be done

**ACTION CD**

**Key Security and PA Training** information to be put into the newsletter

**ACTION JW**

### **Any Other Business**

**COVID POSTERS** CD suggested they all be removed – everyone agreed

**ACTION JW**

**ART WORK** SM asked if the for sale signage could be improved and whether some other work from the Art group could be displayed as the same paintings had been there for sometime, also whether they would be restricted to the same framing. All agreed regarding the signage, and that the framing arrangements could be explored.

Meeting Closed at 21.00

Next meeting scheduled for Monday 5<sup>th</sup> Sept to include AGM