

## **ALVECHURCH VILLAGE HALL COMMITTEE MEETING**

Minutes of the meeting on MONDAY 7<sup>th</sup> Feb 2022 @ 19.00 hrs

### **Present**

Chris Davies, Jan Brice, Steve Siddle, Jude Yendell, Mike Crook, Stephanie Miall, Jackie Burch, Pat Riley, Maura Williams, Julie Warrender, Hazel Watkiss, Angela Mawdsley, Alan Helmore, Sheila Evans, Norma Divine, Claire Howe.

### **Apologies**

Annette English

### **Minutes of the Meeting 6<sup>th</sup> Dec 2021**

The minutes were accepted as an accurate record

### **Reports**

The reports from the Treasurer (including interim accounts) 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 recent Omicron variant had temporarily pushed back regular use of the hall and was now building back up to full usage. There had been a difficult situation to deal with over the Christmas period due to a homeless person living in a tent on Village Hall property, however with help from AE, Kate Van der Plank and Street Wise the man was found alternative accommodation. CD explained if this had not been the case then legal process may have had to take place.

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

SS reported that we are in a strong financial position, with a surplus for the year to date of £2,279 and net assets of £33,183.

His recent application for the Omicron Hospitality and Leisure Grant of £2,667 has been accepted and will be in the bank account by 31<sup>st</sup> March.

The Work Place pension is now in place, but JW has decided to opt out of it. Nevertheless, the scheme is there for future use if required.

SS to resend the link for Online Bank Access to CD, JB and JY

**ACTION SS**

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

JW had nothing more to report and was confident that there would be new group bookings in future.

#### **Welcome to New Committee Members**

CD welcomed the new members to the committee

Mike Crook – Wine Society Rep

Stephanie Miall – Community Rep

Jackie Burch – Community Choir Rep

Nominated by Hazel Watkiss Seconded by Julie Warrender.

### **Hall Hire Charges**

SS explained that the 50% discount had been ongoing for 18 months and that the grants received had covered the loss.

In applying for the Omicron grant, he had reported that we had continued our 50 percent reduction in hire charges to try to counter any further reduction in the use of the Hall. The discounts applied in December and January totalled £1,138 and he estimated that the balance of the grant would see us into March. As Hall bookings have been picking up during January, he thought that the time was right to announce the ending of the discount, and suggested the end of the financial year on 31 March as a convenient date for this. All agreed.

J Burch asked about the cancellation policy due to the choir wanting to sing outside occasionally. SS explained 24 hours' notice was required.

### **Five Year Plan**

CD reported that he had started a draft plan including

- 1 Sort under stage storage
- 2 Lay a new floor covering the concrete stair wells
- 3 Replace downstairs Entrance and Exit doors
- 4 Hall Flooring
- 5 Repainting of metal fence by sheds
- 6 Improve downstairs ramp access
- 7 Replacement of sacrificial floor on the stage
- 8 Projector and Screen
- 9 Hearing Loop, HW reported this has now been installed
- 10 Replacing chairs
- 11 Additional storage shed, recoating and reroofing existing sheds, Improvements to garages
- 12 Reducing Carbon Footprint – It was agreed to get an Energy Efficiency Report if the cost was around £200
- 13 Recruitment of additional committee members

**ACTION SS**

### *Suggestions from the Committee*

Structural survey

Sound proofing the committee room

Addition of a freezer in the kitchen

Review kitchen area - SS discussed the cost of boiler inspections, these are now annually not 6 monthly, the committee agreed.

Solar Panels (as part of 12 above)

Voluntary Publicity Officer- JB suggested raising the Halls profile by

Updating the Website

ACTION CD

Placing an article in the Village Magazine outlining all the recent improvements etc

Facebook

AH agreed to take some updated photos

ACTION AH

Removal of weeds and leaves - CH to ask her Husband

ACTION CH

CD asked for any comments/ suggestions on the plan and asked for volunteers to share the workload.

The plan is to be circulated to all hall users and committee members.

### **CO-OP Bid**

JB reported that until October 2022 the hall can benefit from any CO-OP brand purchases being made, by nominating the hall online or by phone quoting the CO-OP card number. She asked the committee to make others aware of this. It was suggested to ask the manager if it was possible to put up some information in the CO-OP

ACTION JY

### **Whitehouse Music Piano and Signage**

Piano – Extra socket is not required in the dressing room

Old Piano to be advertised on a selling site

ACTION SM

If after 2 weeks it still remains then it will need breaking up and disposed of.

Signage – a request has been made to display a sign outside the hall when lessons are taking place, 2 types of sign were discussed and the committee preferred the A frame style. The sign will be the responsibility of Whitehouse Music, will need to be taken in after each session and stored in the dressing room. CD asked if the committee agreed, there was a majority vote to go ahead. CD recommended that it be done on a trial basis, to be discussed at the next meeting.

### **Fire Zone Plan**

The fire alarm company has quoted £150 to make a zone plan which would need to be located by the control panel.

CD explained the existing plan could be updated to show the Zones and would be displayed in all core areas.

ACTION CD

### **Staff Update**

JB explained MW would be leaving in the early summer, it was decided to discuss future hours required and job description at the next meeting. JY to share the job description to the committee.

ACTION JY

JB explained the officers had agreed to JW having an extra hour a week to catch up on workload, this is to be reviewed in April. All agreed to this.

### **Matters Arising**

Key security to be put in next newsletter

**ACTION JW**

PA training to be offered to all groups, CD thanked BW.

**ACTION JW**

Defibrillator is on the PC agenda, AH to report back.

**ACTION AH**

### **AOB**

Fundraising Craft Fayre will take place on Sun Nov 13th 2022

AM asked if there would be a rise in hall hire fees due to increased fuel costs. SS explained that fuel costs are on a fixed rate at present, hire fees may have to be reviewed when that ends.

Meeting closed at 20.35

Next meeting scheduled for Monday April 4th 2022

