

MINUTES

Newport Village Hall

Quarterly Trustee Meeting

Date – Thursday 27th October 2022 19:00hrs

Venue – 1 Reynolds Court, Newport

Attendees – Clive Edwards (CE – Chair), John Oswin Smith (JS – Trustee), Yvonne Hannant (YH – Trustee), Elaine Edwards (EE – Bookkeeper)

| | |
|------------|--|
| 1.0 | Apologies No apologies, all were present. |
| 2.0 | Finance EE presented the financial performance for September. Reports attached to these minutes. CE confirmed that all financial reporting from October onwards would include Actual v Budget figures. |
| 3.0 | Grants CE confirmed that we would be aiming to secure a grant of £2,500 from UDC against the cost of the website and new booking system project. Grant opens for applications on the 7 th November. CE confirmed that he would be attending a webinar for the UDC Zero Carbon Communities Grant to ascertain if any avenues could be sort. |
| 4.0 | Projects CE confirmed that he had spent a day at the hall preparing the project list with EE and Rob Willis. All old lists have been merged into a new projects database. When completed this will be shared with the Trustees for comment. JS confirmed that he may have things to add to the list, will review on receipt. |
| 5.0 | Work in Progress (WIP) Task List CE presented the new management WIP task list, he confirmed that this would be reviewed each quarter by the Trustees and sent out via email on the 15 th of each month. |
| 6.0 | Items to Discuss See below. |

| | |
|------------|---|
| 7.0 | <p>AOB</p> <p>JS asked if a thank you for the donation from John Gordon had been issued. EE confirmed that the monies had been received and confirmed with John Gordon, but no formal thank you had been issued. JS agreed to write to John Gordon.</p> <p>The meeting closed at 21:00hrs.</p> |
|------------|---|

Items to Discuss

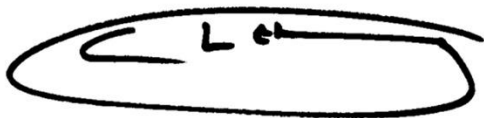
| | |
|----------|---|
| A | <p>Cleaning Issues</p> <ul style="list-style-type: none"> • CE reviewed the situation with cleaning of the hall, it had been noted by users and staff that the quality of the cleaning was not up to standard. • JS commented that he had viewed the hall and was happy with the general level of cleaning. YH commented that although subjective she could see why some areas of the cleanliness of the hall could come into question. • JS commented further that he felt the cleaner was committed to the role and valued the job, no one disagreed with this statement. • CE confirmed he had held a meeting with cleaner today (attended by EE and Cara Painter). CE had raised three issues with cleaner, the first being the general cleanliness, the second being the issue of a job description and the third being a process for booking holiday. • CE agreed with the cleaner the following: <ul style="list-style-type: none"> 1) The cleaner would meet with EE and agree a cleaning schedule for weekly and monthly tasks which could be reviewed against. 2) The cleaner would accept the job description as presented (copy in Google Drive) and work within the parameters of it. 3) CE will review the cleaning situation in three months' time. • The Trustees agreed with this plan to move forward. |
| B | <p>Storage Issues</p> <ul style="list-style-type: none"> • CE raised the issue of user and hall specific storage, an ongoing issue. • CE noted that there was no correlation between user types and the amount of storage issued. CE also commented that users were getting free storage when there was a further requirement for the hall to have its own storage. • After discussion the Trustees agreed that CE would email all users to inform them that we are considering charging for storage space within the hall. Furthermore, we would like to get rid of as much as possible and would advise all users with storage to review what they have stored ASAP. Once this email has gone out and users have reviewed their storage requirements a charge will be brought in as an additional charge on the hire fee. • The Trustees agreed with this plan to move forward. |

| | |
|-----------------|---|
| <p>C</p> | <p>User Set Up Time Issue</p> <ul style="list-style-type: none"> • CE raised the issue that users have been taking a large amount of additional time pre and post booking period. In some cases, up to an hour. • After much discussion by the Trustees it was agreed by all that users should pay for the full period they are in the hall. Should a set up or close down period be needed this will be chargeable. • CE agreed to communicate this to users and add new terms and conditions being prepared for 2023. • The Trustees agreed with this plan to move forward. |
| <p>D</p> | <p>Parking Issue</p> <ul style="list-style-type: none"> • CE raised the issue of parking in the car park. • CE confirmed that parking permits had now been issued to those non-users who either pay for or have been given permission to use the car park. • CE also confirmed that he had spent time with Parking Eye to investigate using their services to manage the car park. Although at zero cost to the hall it was decided by all that this was not something we would want to implement. • As such the only action agreed was to inform Tai Chi that they are no longer able to use the car park and have to use the hall if they want to continue. CE agreed to do this. |
| <p>E</p> | <p>Keys, Key Log and Security of Keys</p> <ul style="list-style-type: none"> • A discussion was had about the current status of keys at the hall given issues raised during the recent insurance policy renewal. • EE has reviewed all held keys for the hall and there are over 60 in different places with no continuity in the procedure for distribution. • It was agreed by all that this issue must be resolved. As such the following will be undertaken: <ol style="list-style-type: none"> 1) Regular users will not be keyholders. A key box will be installed in the front of the hall for a “regular user” key to both the hall and the car park. 2) Non-regular users will continue to collect the key from Nisa and pay a deposit. 3) All non-essential keys will be sought to be returned. 4) The hall will have two key boxes, one for users with only the required keys and a locked one for staff only for all keys. <ul style="list-style-type: none"> • CE and EE agreed to implement this plan. • The Trustees agreed with this plan to move forward. |
| <p>F</p> | <p>Booking Terms and Conditions</p> <ul style="list-style-type: none"> • CE commented that we are looking to launch ASAP with a pricing review in January, any new T & C’s will be reviewed by the Trustees before distribution to users. |

| | |
|----------|--|
| G | <p>New Trustee Leads</p> <ul style="list-style-type: none"> • CE confirmed that he had been approached by Tricia Akron about becoming a Trustee, CE is due to meet with her on Thursday 10th November. • JS proposed that Fiona Strachan would be a good candidate for the Trustee position. JS said he would obtain contact details and pass them to CE. |
| H | <p>January Relaunch Project</p> <ul style="list-style-type: none"> • CE confirmed the management team had a plan to relaunch the venue in January with new website, booking system, branding and terms. Further detail will be provided shortly. |
| G | <p>New Telephone Number</p> <ul style="list-style-type: none"> • CE confirmed a new telephone number (01799 610 655) for the hall had been purchased and was in the process of being implemented. It will deliver calls to CE and Emma Murphy. |
| H | <p>Chairs</p> <ul style="list-style-type: none"> • CE raised the issue of the additional chairs which are causing storage issues. • It was agreed by all that the chairs would be disposed of either to the dump or to the Newport Recreation Ground. CE agreed to liaise with Rob Willis to arrange this. |

Next Trustee Meeting – Wednesday 11th January 2022 – 19:00hrs – 1 Reynolds Court, Newport

Minutes signed and authorised by Clive Edwards (Chair):



4th November 2022