

AGENDA

Newport Village Hall

Quarterly Trustee Meeting

Date – Thursday 23rd February 2022 19:00hrs

Venue – 1 Reynolds Court, Newport

Attendees – Clive Edwards (Chair - CE), John Owsin Smith (Trustee - JS), Yvonne Hannant (Trustee - YH), Cara Painter (Business Manager - CP), Elaine Edwards (Finance Manager - EE)

1.0	Apologies None. All attended.
2.0	Finance EE presented monthly finance reports. Reports attached to these minutes and copies presented to all present. CE confirmed that from the new financial year reporting would include budget vs actual, these will be presented quarterly to the Trustee group. CE confirmed that with the large volume of work undertaken it had not been possible to implement a backdated budget for 2022-23 as previously planned. No actions
3.0	Grants CE confirmed an application for a digital grant to offset against the website had been applied for with UDC, pending confirmation by 1 March 2023. CE confirmed he attended UDC Zero Carbon Communities Grant seminar but took the decision not to make an application as it would have only been useful for part payment against a bigger project. No actions
4.0	Projects CE presented the project list progress; a copy is attached to these minutes. No major projects with spend are active currently. No actions
5.0	Work in Progress (WIP) Database CE presented the WIP database progress; a copy is attached to these minutes.

	No actions
6.0	Items to Discuss See below.
7.0	AOB See below. No actions

Previous Items to Discuss

A	<p>Cleaning Issues</p> <p>CE confirmed that our cleaner had been dismissed following the procedure agreed at the last meeting. The quality of cleaning had not improved. A weeks' notice was given and paid holiday pay in full.</p> <p>CP confirmed that new cleaners had been appointed and feedback had thus far been generally very positive.</p> <p>No actions - Issue resolved, removed from next agenda.</p>
B	<p>Storage Issues</p> <p>CE confirmed that an email had been sent to all users by CP regarding the need to formalise the storage at the hall.</p> <p>CE also confirmed that there were two steps being taken:</p> <ol style="list-style-type: none"> 1) NATS to go to the hall on 1st March to sort their stuff. 2) Management team to go to the hall on 12th March to rearrange. <p>Any changes then will be communicated to users.</p> <p>Actions CP – Communicate all changes to storage to users after 12th March.</p>
C	<p>User Set Up Time Issue</p> <p>CE confirmed that a 15 minute get-in and get-out had been hard coded into the booking system. This will not be chargeable to users. Any additional set up time will be chargeable.</p> <p>No actions - Issue resolved, removed from next agenda.</p>

<p>D</p>	<p>Parking Issue</p> <p>No further comments.</p> <p>No actions - Issue resolved, removed from next agenda.</p>
<p>E</p>	<p>Keys, Key Log and Security of Keys</p> <p>CE confirmed the plan for managing keys would be implemented in March.</p> <p>The following will be actioned:</p> <ol style="list-style-type: none"> 1) Users will have two ways to access keys, key box 1 in the building will be for regular users, key box 2 will be for non-regular bookers. Codes will be changed periodically by Rob Willis. 2) There will only be one key box in the building accessible by the Management Group only. Any keys a user might need will be on the keyring in the key box. 3) NISA will hold a key for emergencies only. <p>Actions CP – Communicate changes to users after changes have been implemented. CE – Ensure all is actioned on 12th March.</p>
<p>F</p>	<p>Booking Terms and Conditions</p> <p>CE presented new booking terms contract for all users.</p> <p>Actions CE – Implement on new website and booking system. CE – Communicate to users.</p>
<p>G</p>	<p>New Trustee Leads</p> <p>CE confirmed no further progress had been made but meetings planned with two new leads.</p> <p>No actions</p>
<p>H</p>	<p>January Relaunch Project</p> <p>CE confirmed that the whole project would be live by April. An update would be given at the next meeting.</p> <p>No actions</p>
<p>G</p>	<p>New Telephone Number</p> <p>CE confirmed number was operational.</p>

	No actions - Issue resolved, removed from next agenda.
H	<p>Chairs</p> <p>No further comments.</p> <p>No actions - Issue resolved, removed from next agenda.</p>

New Items to Discuss

I	<p>Online Booking System Preview</p> <p>CE presented the whole system, operational by March 1st.</p> <p>No actions - Issue resolved, removed from next agenda.</p>
J	<p>New Management Committee Structure</p> <p>CE presented the new management structure.</p> <p>The Trustees and Chairman will oversee policy.</p> <p>The Management Group is:</p> <p>Finance Manager – Elaine Edwards Business Manager – Cara Painter Maintenance Manager – Rob Willis</p> <p>CE confirmed he had communicated the changes to all users.</p> <p>No actions - Issue resolved, removed from next agenda.</p>
K	<p>New Pricing Proposals</p> <p>CE presented the new pricing model due for 1st March, all agreed with the prices increases.</p> <p>Actions</p> <p>CE – present new prices to all users.</p>
L	<p>Social Media Presence</p> <p>CP confirmed that she would be updating the Facebook page and setting up Instagram, an update would be given at the next meeting.</p> <p>No actions</p>
M	Bingo Group Issues

The issues raised by the Bingo group were discussed, it was agreed by all that an email would be sent to the group explaining they must adhere to the new booking terms.

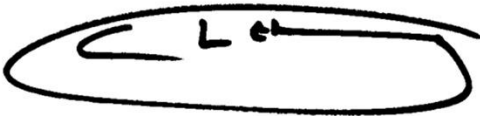
YH said she would report back on the use of the technical equipment in the hall and **CE** would respond to the Bingo group once this information was available.

Actions

CE – email to Bingo group with technical information.

Next Trustee Meeting – Thursday 20th April 2023 – 19:00hrs – 1 Reynolds Court, Newport

Minutes signed and authorised by Clive Edwards (Chair):

A handwritten signature in black ink, consisting of a large, loopy initial 'C' followed by 'L E' and a horizontal line extending to the right.

3rd March 2023