

MINUTES

Newport Village Hall

Quarterly Trustee Meeting

Date – Thursday 20th April 2023 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), Janet Arscott (Parish Council Representative – JA)

1.0	Apologies None. All attended.
2.0	Finance EE presented management accounts for February and March with the newly adopted format including actual vs budget. Copies of the management accounts were distributed to all attendees. No Actions
3.0	Grants CE confirmed that no feedback had been forthcoming from UDC in respect of the Digital Grant applied for last year and that he would chase again. EE presented an article regarding grants on offer from the Stansted Airport Fund, £850 - £5k available for community venues. CE said he would investigate. Actions CE – Chase UDC regarding Digital Grant. CE – Investigate Stansted Airport Fund opportunity.
4.0	Projects CE confirmed that there were no current paid projects underway. CE confirmed that toilet flushes in the gents and ladies were being fixed by the plumber over the next couple of weeks. CE discussed the requirement to paint and re-sign the hall externally, it was agreed that funding should be sought before commencement. No Actions

<p>5.0</p>	<p>Work in Progress (WIP) Database</p> <p>The WIP was not presented at this meeting as no new actions required.</p> <p>No Actions</p>
<p>6.0</p>	<p>Items to Discuss</p> <p>See below.</p>
<p>7.0</p>	<p>AOB</p> <p>JA raised an issue about drainage from the new development and potential risk to the village hall in terms of flooding.</p> <p>Actions</p> <p>CE – Discuss situation with Howard Bowman when meeting with him.</p>

Previous Items to Discuss

<p>B</p>	<p>Storage Issues</p> <p>CE confirmed new storage unit to be built in the disabled toilet, $\frac{3}{4}$ for use by users and $\frac{1}{4}$ for village hall management team storage.</p> <p>CE also confirmed that all the storage cupboards had now been assigned and all users requiring storage had been given storage space.</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 due for implementation in March had been delayed as issues with other changes had taken precedent and that the plan would be implemented as per below in May.</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</p> <p>CP – Communicate changes to users after changes have been implemented.</p> <p>CE – Ensure all is actioned by the end of May in line with new terms and conditions and terms of engagement letters for regular hirers.</p>

<p>F</p>	<p>Booking Terms and Conditions</p> <p>CE confirmed the new Terms and Conditions for all users were live on the website and would be communicated to all users.</p> <p>CE asked if any member of the Trustee committee would like to review them and asked for feedback if required.</p> <p>Actions CP – Communicate changes to users and issue terms of engagement letters to regular users.</p>
<p>K</p>	<p>New Pricing Proposals</p> <p>CE reiterated the price increases would be in place from 1st May for regular users and were in place for all other users already.</p> <p>CE confirmed an extension to 1st September had been given to Tempos Performing Arts.</p> <p>No actions - Issue resolved, removed from next agenda.</p>
<p>M</p>	<p>Bingo Group Issues</p> <p>CE confirmed that the Bingo Group has received the latest email proposal. Julie Utton from the Bingo Group has said they will revert shortly.</p> <p>Actions CE – Resolve situation with Bingo Group once a response has been received.</p>

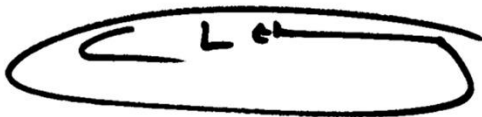
New Items to Discuss

<p>N</p>	<p>CIO Status Project</p> <p>CE raised this project, and it was agreed by all that CE would spend a month researching the project with a plan to present benefits, costs, risks, and process to the Trustee group.</p> <p>Actions CE – Research and present plan.</p>
<p>O</p>	<p>Rob Willis Hospital</p> <p>CE informed the group that Rob had been admitted to hospital and was out of action this week and possibly next.</p> <p>CE proposed to the group that Rob would be paid as normal during his absence for those two weeks, the group agreed.</p>

	No actions - Issue resolved, removed from next agenda.
P	Year End & AGM EE presented year end accounts to January 2023. No concerns were raised however it was mentioned by JOS that the group should prepare an explanation for the increase in personnel costs, EE agreed. CE stated that he would complete the commentary for the year end accounts this week and circulate to Trustee Group. CE raised that John Gordon had contacted him regarding chairing the meeting. It was agreed by the group that John Gordon should not chair the meeting but should receive an invite. Actions EE – Prepare personnel cost increase overview in time for AGM. CE – Finalise year end accounts and distribute. CE – Contact John Gordon reference above.

Next Trustee Meeting – Thursday 20th July 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, stylized 'C' followed by 'L E' and a horizontal line extending to the right.

20th April 2023