

## Newport Village Hall

Trustee meeting minutes – Meeting Wednesday 7pm 19<sup>th</sup> July 2023

Venue – The Green Room – Newport Village Hall

Present:

### Trustees

Mark Patmore (Chairman), MP, Julie Utton (vice chair) JU, Christine Mayle CM, Sean Fleetwood SF, Moira Grimwood MG, Peter Arscott PA, Nicola Sorrell NS, Karen Turner, KT

### Parish Council rep

Janet Arscott JA,

### Employee(s)

Rob Willis (Maintenance Manager), RW

#### 1. Apologies for absence

- No Absences

#### 2. Previous Meeting Actions updates

- Access has been given to Hallmaster CM
- Access to Charities Commission Website provided CM

#### 3. Roles

- Cleaner – required twice a week for 2-3 hours. RW to cover in the interim
- Bookings Secretary – interim NS & MG
- NVH Committee Secretary – CM has been appointed as interim Secretary.
- H&S Representative – Sean Fleetwood appointed to take this role.

**Actions:**

***Advert for Cleaner to be posted on Newport Newsline – KT***

***NS to carry on as interim booking secretary, with support from MG.***

#### 4. Charity Commission Admin

- All Trustee forms have been completed and access to the Charity Commission website has also been provided CM

**Action:**

***Details of all new Trustees to be uploaded to the Charity Commission website - CM***

#### 5. Hallmaster

- Access has been given and a training session will be set up via Zoom

**Action:**

***Time and date for the training session to be agreed with Hallmaster and details sent to all - CM***

#### 6. PA System

- NATS have advised that the PA system can be available for all NVH users,- I'm not sure it was clear that it was all users rather than just Bingo initially as issues to do with insurance for equipment needs to be clarified. - VH insurance or NATS

**Action:**

***Procedure for use of the system to be provided by NATs. CM***

Clarification sought from NATS regarding usage and insurance. CM

#### 7. Users – Feedback and Queries

- Email received from the Brownies with some issues noted.
- Phone required for RW

**Action:**

Follow up with Bill's Food Van regarding Brownies' concerns. CM

**Response to be sent to Brownies' with regards to the issues and ways forward – JU**  
**New phone to be looked into for RW - MP**

#### 8. Finance

- The latest finances were received and a further loss for June
- Some access has now been given for the books etc and finance files have been handed over to MP & KT
- A projected income for the future months to be looked into

**Action:**

**MP & KT to complete the online request to gain access to the NVH bank account.**

**CM to contact YH previous Trustee (as second signatory to bank account) and her completion of online mandate form**

#### 9. Legal & Insurance = Availability of documentation inc. H&S

- CM has contacted Zurich to confirm the insurance is still valid and that the insurance covers Trustees' liability.

#### 10. Revenue initiatives & Grants

- Stansted Airport Fund – small grant of up to £1500 – form has been requested. CM
- Digital Grant (UDC) – CM looking to see if this was applied for.
- Nisa Local – NS looking into a possible grant.
- Tesco's – possible grant?
- Newport Village Fete – Is a contribution still provided to NVH from the fete. CM

#### 11. Facilities

- Accident book has been placed in the kitchen with the First Aid Kit. CM
- Cleaning cupboard to be located in the disabled toilet lobby.
- Signage to be created for various items within the VH
- BT to install broadband 25<sup>th</sup> July – what does the contract with them cover?

**Actions:**

**First Aid Kit to be reviewed to ensure all items are in date – CM & JU**

**Cupboard to be researched to hold the cleaning equipment. RW**

**Upon decision on signage required MG to create as required. CM, SF & M**

**Supervision of BT/OutReach visit RW**

**Clarification of BT contract and transfer of account holder CM**

#### 12. Bookings

- Current bookings to be looked after by NS, 8 new enquires received

**Actions:**

**Bookings to continue to be monitored NS**

#### 13. Cleaning

- As per point 3

**14. Website & Comms – inc phone line access**

**Actions:**

*EE to be contacted with regards to the landline – MP*

*New group email to be set up and linked to the website and provided to users – JU*

**15. AOB**

- Date for the next AGM to be set.
- RW requested DBS certificate CM to investigate

**16. Date of next meeting**

- Next meeting to be held 7pm 9<sup>th</sup> August 2023 – NVH Green Room.



MARK PATMORE

(CHAIR)

09/8/23

