

Newport Village Hall

Trustee meeting minutes – Meeting Monday 25th September 2023 – 7.15pm

Venue – The Church House - Newport

1. Present:

Mark Patmore (Chair -delayed arrived 8.15pm), (MP), Julie Utton (vice chair) (JU), Karen Turner (KT), Christine Mayle (CM), Sean Fleetwood (SF), Moira Grimwood (MG), Janet Arscott (JA), Peter Arscott (PA), Nicola Sorrell (NS).

JU chaired meeting until MP arrived.

2. Apologies for absence

- No absences

3. Previous minutes

Previous minutes were agreed as accurate and signed.

4. Matters arising from previous minutes and actions

It was agreed to tackle action points from previous minutes within the published agenda .

5. Users - Feedback and Queries

Feedback from users continues to be predominantly positive.

Storage raised by Bingo . Various options were discussed. Both Yoga classes and Pilates now sharing CCTV cupboard. Bowles cupboard may have temporary space for the Bingo TV (**JU to check**).

Alcove in disabled toilet seems a more permanent solution.

Art group require additional tables. There are still 2 missing. Request for funding submitted to Gaces Acre Trust (**actioned by CM**). Accounts show that J. Gordon hired tables (23/6/2023). **CM to follow-up** and confirm their return to hall.

Karate concerned not able to contact hall – users being advised to use email. (**NS**)

Casual user (50th Wedding Anniversary party)- misused hall. Decision to not return deposit to cover costs. Not clear from accounts whether a deposit was received. (**KT to investigate**).

Newport Village Stores managed bar- users to be reminded that Management Committee's permission needed to sell alcohol. (**NS**)

Lighting outside front door and in carpark discussed. Push button in foyer for outside lighting not working? Solar lighting on posts to be considered. **MG to send CM link**.

Lighting in carpark and on Station Road to be raised with NPC. Tree may need cutting back. (**JA**)

No meeting yet arranged with SWSO. (**NS**)

Investigations by KT & CM show that **NJC** pay for 6 car park spaces (4 keys) and

Central Garage 2 spaces (require key) (see also finance).

SW Catholic Church has asked for 2 bookings – agreed NFP hiring fee.

Action:

A quote to be obtained for a built-in cupboard alcove in disabled toilet.

KT

Contact John Gordon regarding table hire

CM

Supply key for Central Garage.

CM

6. Secretary Administration

Laminated signs posted around hall for WiFi, premises licence, updated fire register and CC statement.

Keys continue to be located for hall and internal areas.

Entry for Newport News (NN) directory completed.

Advert for NN completed (awaiting proof for checking).

7. Website & Comms

JU now has access to Facebook. JU offered to post 'what's on at NVH' on Facebook. Trustees to let MP know if they required admin rights.

Still no access to Website – MP continues to pursue CP/CE.

Take down old notices with QR code. New notices to be generated and posted with telephone number 01799 610655 for contact. **(CM)**

Action:

Continue to follow up with CE/CP access and handover of management of Website.

MP

JU to post adverts, what's on etc on Facebook as appropriate.

JU

Generate new notices.

CM

Item for next agenda – discuss further & organise 'meet and greet' user session.

8. Finance

Long discussion on renewal of Music Licence (end of Septembe) for cost, impact on regular users such as Tiny Tempos and NATS should licence not be continued. **CM to contact regular users.** No decision agreed. Sage summary of financial information circulated. More details will be available next meeting. **(KT)**

Payment withheld for EE final invoice. **MP to continue contact.**

Re-scheduling payments for car park spaces agreed (for end of January) and **KT to follow up** with NJC and Central garage.

Action:

Investigate other providers for gas, electricity and water.

MP/KT

Investigate efficient ways of using current heating system.

PA

Obtain quotes for painting exterior of VH, broken down into sections to assist obtaining grants.

PA

Obtain quotes for wooden floor.

PA

9. Revenue Initiatives and Grants

Stansted Community Grant - agreement reached with SCG that funding can be released prior to purchase (grant only for signage).

Application made to Gaces Acre Trust on behalf of Art group for additional tables (£420).

KT to follow-up admin for grant from 'anonymous' sponsor.

Response from UDC regarding Fire Exit and steps grant expected late October.

10. Facilities

Health & Safety

Concerns raised by SF regarding fire exit from MF room onto Common (see previous item UDC grant).

Lights around exterior of building and carpark discussed – pedestrian safety-possibility to use Stansted 'signage' grant (see previous item).

Requirement for external disabled access button to be repaired or replaced. Stansted 'signage' grant? (see previous item).

Car park fencing in need of repair, particularly near to pedestrian steps onto Common.

Inventory

Inventory of hall equipment compiled and circulated prior to meeting (SF).

Need for central storage for users' cleaning equipment identified. Potential siting in alcove in disabled toilet area. Quotes for replacement (wooden) built in cupboard to be investigated. (See previous item).

Paper towel and soap dispensers re-installed.

Cleaning

DH offered the post of VH cleaner and has accepted on self-employed basis. Job Description accepted **(JU)**.

Other cleaner contacted (KT).

JU to speak to DH and ask her to contact CM to undertake cleaning materials stock take.

JU/CM

KT to contact DH regarding ordering through Bunzi account.

Oversight of employee.

Contract provided by RW (signed by CE) seen by MP cites Chair as line manager and 3 ½ hours per week (max 14 hours /month).

Access to cleaning materials for DH discussed. RW to provide key code for box in main kitchen.

MP

Action:

Draft job description for caretaker/maintenance manager to be drawn up. MP/SF/CM
Existing metal cabinet in alcove to be removed. RW/MP
Work schedule to be provided for RW, to cover expectations for 14hrs a month. MP/SF/PA
Regular monitoring record to be provided to show progress on RW work schedule. MP
DH/CM to undertake cleaning stock take. CM

11. Items remaining from VH visit undertaken by SF, PA and CM (not already covered).

Cleaning of high level interior windows discussed. Current window cleaner to be contacted.
Some fire exit signs appear not to be lit.
A light cluster in main hall not functional. PA to engage electrician.
Discussion on how to identify village hall cupboards, perhaps with numbers. **(CM)**
Box of VH account documents up to 2022 now gone 'missing' from PPE cupboard. RW to be asked about location. **(MP)**

Action:

Current external window cleaner to be contact re: doing internal windows. KT
RW to be asked for code for main kitchen key box, as required by cleaner. MP
RW to asked about box of 'missing' documents (from PPE cupboard) and its location. MP
RW to be asked to check fire exit lights. SF
Engage electrician. PA
Log for fire and CO alarm testing to be located. SF

12. AOB

Request from NPC for information on possibility of village hall having RAAC. PA confirmed no RAAC shown in building plans.
Discussion on transitional arrangements and remuneration deferred until meeting (December 2023)

Action:

NPC to be informed at October meeting outcome of RAAC investigation. JA

13. Date of Next Meeting.

Next meeting to be held on Monday 30th October at 7.15pm in Church House. (Confirmed)

Meeting finished 9.45pm

Signed



Date 30/10/23

(Chair)

MARK PATMORE

