

## Newport Village Hall

### Trustee meeting minutes – Meeting Wednesday 6<sup>th</sup> September 2023 – 7pm

#### Venue – The Green Room – Newport Village Hall

##### 1. Present:

Mark Patmore (Chair), (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).

##### 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

- Instructions for use of the PA system received from NATs and passed to both Bingo users. Demos being arranged by individual users. NATS property insurance covers the PA equipment.
- A general email was sent out to all regular users advising date of this meeting, contact details and request for feedback.
- Feedback book available, to be placed in main kitchen.
- Regular users invoiced at end of the month.
- Email sent to users on Tuesdays and Fridays regarding leaving hall lights on.
- Access has been obtained for the Facebook page.
- Still awaiting access to website as agreed by previous management.
- Application (with short notice) made to Essex CIF for £10 000 grant to cover most of cost of upgrading exit from the Marion Faber Room onto the Common. UDC decision meeting October 23.
- Key holders list (pre July 2022) received from Pat Pleasence and is being updated. John Smith handed over to CM all the keys he and Peter Gibson held when Chairs of the village hall.
- New heating system being investigated – quotes and advice being sought.
- Cleaner (DH) contacted to undertake 3 week trial.
- Gardening World Audley End tickets donated to the Auction at the Newport Village Fete.

##### 5. Users - Feedback and Queries

- Users were invited to this meeting – only one showed an interest but was hoping to meet other users to exchange ideas and views. She suggested that maybe we have a session where users meet together with Trustees in a more social environment. Trustees welcomed this suggestion and thought that organising a 'meet and greet' new Trustees closer to Christmas would be a positive move, (Cheese and wine (soft drinks too)).
- Yoga (in MF Room Thursday evenings) asked for clarification on timings for re-introduction Bingo Club as concerned about noise during Bingo setting up. Very pleased with the new arrangements for secure storage for her equipment.
- Brownies very pleased with the improvement in communication from the new committee. And follow-up regarding Safeguarding.
- Art are concerned now that the membership has grown (they have a waiting list!) that there are insufficient tables (since 1 or 2 appear to have gone missing or been damaged- over time).
- SWSO (contact is currently away) query over bookings (see later).
- Tai Chi raised the issue that the flush in the RHS ladies toilet doesn't work properly and the short time the hand dryer operates for.
- Also the number of vehicles using the car park during the Tai Chi class is distracting.

**Action:**

**CM to clarify with Bingo Club timings and possible ways to reduce noise by MF Room during setting-up. Trustees to seek possible ways of acquiring more tables without financial cost. Pre-loved business equipment or small grant for example.  
Car park usage (See bookings)**

**6. Secretary Administration**

- Pat Pleasance's (previous VH secretary 'til June 22) USB of admin for village hall pre- July 2022 received and is proving very useful as a starting point for updating essential & legal documents. There is a lot of info to trawl through.
- An update of the VH key holders spreadsheet has been started, as well as details of individual users, services and contractors. **As PP has been very generous with her time so far please would Trustees contact the Secretary before approaching PP for information as the Secretary may already have the information needed.** Her knowledge and expertise on matters such as compiling the Annual Report for CC will be extremely useful in the future.
- The nominated person for cutting the VH main key (which is on a security database) is being changed to MP, (previously Peter Gibson). Any request received by Lock Stock & Barrel (keysmiths) to cut a key will need to be done personally by MP and he will be required to show his driving licence as proof of ID.
- The co-operation of the Maintenance Manager is required to complete some aspects of the administration particularly H&S safety log, Fire certificate (that needs to be displayed), works schedule, codes for key boxes etc.
- A time line for renewal of insurances, such as Premises' Licence (including sale of alcohol) etc is in process.
- The Premises Licence has been updated and contact changed to KT. A summary will be laminated and displayed with Premises' Insurance (also updated) in the main lobby.

**Action:**

**Continue to compile and update essential and legally required information.**

**CM**

**Bookings**

- Bookings are still going well. In September term-time only users return.
- Confusion as to how many car parking spaces are being hired out as Hallmaster has 8 spaces in total available (6 to NJC and 2 to Central garage). However income suggests 3 only for NJC and 2 for garage. Hiring rate for use of car park different between the two users.
- Food van space removed from Hallmaster as significant impact on car parking for users of the hall for limited income.
- Query from SWSO as to dates on calendar for rehearsals passed to CP but no entries on Hallmaster. Fortunately Sunday evenings not a popular time.
- Many established regular users are not engaging with electronic invoicing and payments. Some finding Hallmaster non-user friendly as unfamiliar with system. Casual users more likely to use electronic access through Hallmaster.

**Action:**

**Meeting to be held with SWSO to clarify dates for rehearsals**

**NS/MG**

**A 'How to.....' Hallmaster leaflet to be produced for regular users.**

**NS**

**Possible practical session to be organised for regular users on how to use Hallmaster**

**NS**

**Investigate how many NJC car parking spaces are needed and update Hallmaster.**

**CM/NS**

**Investigate renewal of NJC & Central garage agreements and update.**

**KT**

**Website & Comms**

- Village Hall Facebook page now up and running. MP is administrator. JU requested access to post advertisements for groups and general information. Trustees to let MP know if they required admin rights.
- Despite further request from MP regarding website still no response from CE & CP, despite written confirmation of 'no financial implications' to VH if contract terminated early.

- Trustees keen to engage further with users and pursue the possibility of a 'meet & greet' session nearer Christmas.

**Action:**

**Continue to follow up with CE/CP access and handover of management of Website.** **MP**  
**JU to be given access to Facebook page and post adverts etc as appropriate.** **MP**  
**Item for next agenda – discuss further & organise 'meet and greet' user session.**

**Finance**

- Information received requesting renewal of Music Licence (end of September).
- Updated financial information circulated. Still requiring continued monitoring.
- Nat West account is now stable. Access to previous bank statements proving difficult.
- Bank statement required to verify bank details before Stansted Community Fund grant is released.
- SSE bill received from EE passed to KT.
- Sponsorship received from J&CG (£500) through Charities Aid Foundation.
- Received EE's (previous Finance Manager) final invoice detailing work undertaken during handover-shared with Trustees.
- New auditors willing to provide service without charge.
- Utilities to be biggest expenditure – discussion followed regarding most economic providers- gas, electricity and water and how to use the current VH heating system more efficiently.
- RW read gas & electric meters and sent to KT.
- Quotes for painting exterior not yet available.
- KT now VH contact for BT/OpenReach account.
- MP has met with YH (previous Trustee) to follow-up Website contract et al.
- MP has met with Howard Bowman (chair of NPC) regarding funding for upgrading MF access onto Common, from monies available from London Road development.

**Action:**

**Investigate opportunities for reduced rates for Music Licences – complete payment as appropriate.** **KT**  
**Provide CM with recent bank statement for Stansted grant.** **KT**  
**Write to J&CG thanking them for their sponsorship.** **KT**  
**Name of new auditors to be sent to CM.** **KT**  
**Withhold payment on EE invoice until further discussion.** **MP/KT**  
**Investigate other providers for gas, electricity and water.** **MP/KT**  
**Investigate efficient ways of using current heating system.** **PA**  
**Obtain 3 quotes for painting exterior of VH, broken down into sections to assist obtaining grants.** **PA**

**Revenue Initiatives and Grants**

- Stansted Airport Community Grant VH awarded £1500 for 'signage'. Copy of application received from Stansted. Bank statement verification required for money to be transferred.
- Charities Aid Foundation (CAF) -anonymous sponsor providing £3000. Test for due diligence for CAF undertaken.
- KT pursuing potential funds from 'anonymous' donor.
- Potential sources of grants/sponsorship- Saffron Walden Building Society, Waitrose, Tesco, Ridgeons.

**Action:**

**Forward bank statement to Stansted Airport Community Grant to release funds.** **CM**  
**Confirm bank details to CAF in order for sponsorship to be released.** **CM**  
**Further grants and sponsorship to be sought.** **CM**

**Facilities**

**Health & Safety**

- Concerns raised by SF regarding fire exit from MF room onto Common (see previous items).

- Lights around exterior of building and carpark discussed – pedestrian safety-possibility to use ‘signage’ grant.
- Fire register and PAT testing discussed and to be checked with RW.
- Additional fire exit plans provided by CM – laminated ready to display.
- Requirement for external disabled access button to be repaired or replaced.
- Car park fencing in need of repair, particularly near to pedestrian steps onto Common.

**Action:**

**RW to be contacted regarding fire register and PAT/equipment testing/checking (if required). SF**  
**Fire exit plans to be put up in VH. SF**

**Inventory**

- Following VH visit 31.08.23 an inventory of equipment to be compiled.
- Need for central storage for users’ cleaning equipment identified. Potential siting in alcove in disabled toilet area. Existing metal cabinet in alcove to be removed.
- Quotes for replacement (wooden) built in cupboard to be investigated.

**Action:**

**Inventory to be completed and circulated. SF**  
**Sue Parrish to be contacted regarding cabinet in disabled area alcove. JU**  
**Contact carpenters for quotes for built-in cabinet. PA**

**Cleaning**

- Discussions on trial period undertaken by both cleaners and feedback given on attitudes, behaviour and quality of cleaning. Trustees decided that DH had performed the best over the period of the trial and be offered the post as self-employed, submitting invoices as requested.
- Job description provided for discussion & draft agreed by Trustees.

**Action:**

**DH to be offered the post of VH cleaner and if she accepts sent the Job Description for comment. JU**  
**Other cleaner to be contacted and told the outcome. KT**

**Oversight of employees.**

A spreadsheet compiled in November 2022, showing work in progress for village hall, circulated, annotated by RW showing responsibilities for jobs at the village hall. No work schedule available.  
 No job description or contract/agreement found in admin for caretaker/maintenance manager role.

**Action:**

**Draft job description for caretaker/maintenance manager to be drawn up. MP/SF/CM**  
**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 work schedule. MP**

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

- Cleaning of high level interior windows discussed.
- Paper towel dispensers (particularly in disabled toilet) discussed.
- Multiple keys located in a cabinet & bowl in back cleaning cupboard, together with supplies of paper towel holders, cleaning materials, rods, weed sprayer (NPC) and other equipment.
- The locked Maintenance Manager’s toolbox located too in this cupboard.
- Box of VH account documents up to 2022 to be checked with KT for data protection.
- Key box in main kitchen inaccessible.
- Some fire exit signs appear not to be lit.
- Discussion on how to identify village hall cupboards, perhaps with numbers.
- A light cluster in main hall not functional.

**Action:**

**Current external window cleaner to be contact re: doing internal windows.** KT  
**Paper towel dispensers to be put up in disabled, ladies' and men's toilets. RW to be contacted.** SF  
**Access to all village hall keys required for key holders' list. RW to be told to provide access.** MP  
**Keys to be added to key holders' list.** CM  
**RW to be asked for code for main kitchen key box, as required by cleaner.** MP  
**RW to be asked to check fire exit lights.** SF  
**RW told to check lights in main hall.** MP

**AOB**

- Entry for Newport News (NN) directory discussed.
- Advert for NN – comparison between editions 98 & 99 available- decision to go with edition 98 with details updated.
- Request from NPC for information on possibility of village hall contacting RAAC. PA confirmed no RAAC shown in building plans.

**Action:**

**Wording and updated to be compiled for NN and circulated.** CM  
**Advert to be updated and circulated.** CM  
**NPC to be told outcome of RAAC investigation.** JA

**Date of Next Meeting**

**Action:**

**CM to circulate potential dates and venues to Committee.**

- Next meeting to be held on Monday 25th September at 7.15pm in Church House.

**Meeting finished 10.30pm**



MARK PATMORE

(CHAIR)

25/09/23

