

## Newport Village Hall

### Trustee meeting minutes – Meeting Wednesday 9<sup>th</sup> August 2023 - 7PM

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

#### Present:

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

#### 1. Apologies for absence

- No Absences

#### 2. Previous Meeting Actions updates

- Instructions for use of the PA system have been received from NATs. The usage was originally for Bingo, however other regular users can be considered, both NATs and CM are looking into the insurance of the equipment.
- NVH Bank access mandates submitted for MP & KT, currently awaiting access to be granted.

#### 3. Charities commission admin

- Annual return is due to be submitted by November 30<sup>th</sup> – The AGM Trustees' Report to January 2023 (to be reviewed) and EE finances to be uploaded to the website.

#### Action:

***CM to research what is needed to submit the Annual Return.***

#### 4. Users Feedback and Queries

- The Village Hall is beginning to receive positive feedback from users of the hall.
- Received feedback re the boiler not providing hot water at times, when was it last serviced?
- Hand drier in the disabled toilet not working.

#### Action:

***A general email is to be sent out to all regular users of the hall advising current status, contact details and request for any feedback – JU***

***Snags book to be placed in the kitchen area for users to note issues in***

#### 5. Bookings

- Bookings are being received.
- Damage to the bin caused during an event – new bin has been purchased.

#### Action:

***Regular users to be invoiced at the end of the month via Hallmaster – NS***

***CM to follow-up with users on Tuesdays & Fridays regarding leaving hall lights on.***

#### 6. Website & Comms

- No access to the website received, CP contacted for access.
- No access to the Facebook page, CP contacted for access.

#### Action:

***MP to follow up with CP with regards to the Website and Facebook***

#### 7. Finance

- No new financial information, awaiting access to the bank.

#### 8. Revenue and Grants

- Both Stansted airport grants – application dates missed.
- UDC – no application received for a digital grant, also NVH does not qualify for the grant.
- NISA – they pick random charities throughout the year therefore still a possibility.

- Tesco's local charity – still to be pursued.
- Waitrose local charity – still to be pursued.
- Village fete – It has been confirmed the NVH will receive a donation from the fete (unknown amount)
- Essex community Initiative Fund (CIF) to be contacted.

**.Action:**

***Application to be made to the Essex Community Initiative Fund (CIF) – Grant required for Marion Faber room Exit leading to the Common requires renewal – CM to contact and complete application.***

**9. Facilities**

- Possibility report that there are 120 Keys available for the hall.  
List of personnel who hold a key to be located.
- Heating system, can a timer system be used?
- Is a new heating boiler required? Hot water heater?
- Missing Shark hoover – Item was paid for against an invoice from 'The Big Mop' cleaning company (belonging to CP)
- Contents of First Aid Box was reviewed by CM & JU, new refill kit purchased – expiry date of contents now 2027

**Actions:**

***New heating system to be looked into – PA.***

***List of key holders to be updated - CM***

**10. Cleaning**

- All applications received were discussed and the only person who could carry out in the hours required was D Harbridge.

**Actions:**

***DH to be contacted to carry out a 3 week trial – JU.***

**11. AOB**

- Audley End have donated two tickets to NVH for the Gardeners World Show.

**Actions:**

***Tickets to be donated to the Newport Village fete – CM.***

**12. Date of Next Meeting**

- *Next meeting to be held on Wednesday 6<sup>th</sup> September at 7pm in NVH Green room*

**Action:**

***CM to contact NATS & Brownies to confirm use of The Green Room.***

**Signed:  
Chair**



**Date:** 6<sup>th</sup> September 23

MARK PATMORE