

Newport Village Hall

Trustee meeting minutes – Meeting Wednesday 12th July 2023

Venue – The Green Room – Newport Village Hall

Present: Mark Patmore (Chairman), Christine Mayle, Sean Fleetwood, Moira Grimwood, Janet Arscott, Peter Arscott, Julie Utton, Nicola Sorrell, Karen Turner & Rob Willis

1. Apologies for absence

- No Absences

2. Roles

- Required roles for the day to day running of the hall were discussed and defined as follows:-
 - Book keeper – Vacancy (Karen Turner to cover during the interim)
 - Maintenance/Facilities – Rob Willis
 - Cleaner – Vacancy (Rob Willis to cover during the interim)
 - Bookings Secretary – Vacancy
 - Secretary – Vacancy

Action:

For the booking keeper, Cleaner and bookings secretary roles and responsibilities to be defined with approx. hours required. Roles to be advertised locally on Facebook pages such as Newport Newline and the Village Hall website (when access has been granted)

3. Sub Committees

Sub committees have been identified as follows:-

- Finances
 - Mark Patmore
 - Sean Fleetwood
- Facilities (Cleaning & Maintenance)
 - Mark Patmore
 - Peter Arscott
 - Christine Mayle
- Bookings & Users
 - Nicola Sorrel
 - Moira Grimwood
- Website and Media
 - Karen Turner (Facebook)
 - Julie Utton (Website etc)

4. Charity Commission Admin

- The required forms for both Elective and Representative Trustees were completed.

Action

CM to liaise with John Oswyn-Smith to obtain the password for the charity commission to enable the website to be updated with details of the new trustees.

5. Previous Trustee meeting actions (Apr-23)

- CIO status project
 - This project was discussed and there are currently no plans to go forward with this project.

6. Finances

- The latest finance up to May 2023 were presented
 - Approx another £10k loss has been seen over the last four months
 - Further information has been requested from Elaine Edwards including:-
 - What contracts are in place (website, Hallmaster etc)
 - Bank Account access
 - Access to the books

Question/Action

What is the projected income with the new hall charges that were implemented during May 2023?

7. Grants

Current grants were discussed.

Action

- ***Stansted Airport Fund – CM to investigate further***

8. Facilities

Actions

- ***Clarification is required with regards owners of equipment held in the hall and usage for other users***
- ***Documentation such as insurance etc to be displayed on the notice board***
- ***First Aid Kits to be checked (dates etc)***
- ***Accident books to be stored with the first aid kits***
- ***Storage of cleaning equipment(brooms, mops etc) for users to be reviewed and located centrally to enable access of all equipment from both hire rooms.***

9. Bookings

Bookings are currently showing on Hallmaster however can currently only be reviewed (private booker).

Actions

- ***Access to Hallmaster is required - Requested from EE***
- ***Rob Willis to provide training to NS & MG on usage of Hallmaster.***

10. Cleaning

Action

- ***Vacancy for a cleaner to be advertised on both Facebook (Newport Newslines) and the Village Hall Website (once access has been granted)***

11. Website & Comms

Actions

- ***Website contract to be reviewed when provided.***
- ***Website access required***

12. AOB

Action

- ***Independent Examiner required – PA to contact Peter Hill***

13. Date of next meeting

- Next Meeting set for Wednesday 19th July – 19:00 – Green Room – Newport Village Hall



MARK PATMORE
(CHAIR)

19/07/23

