

## Newport Village Hall

### Trustee meeting minutes – Meeting Friday 1<sup>st</sup> December 2023 – 7.15pm

#### Venue – Marion Faber Room Village Hall - Newport

**1. Present:**

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

**2. Apologies for absence**

None

**3. Previous minutes**

Previous minutes 30<sup>th</sup> October 2023 were agreed as accurate and signed. **MP** to post on website.

**4. Matters arising from previous minutes and actions**

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

**5. Short walkabout in village hall to view storage (45 min)**

Suggestions regarding improving use of current space (separate on page 5).

Discussion held and action agreed on storage: (see also item 15 under priorities for improvements).

**6. Users- Feedback and Queries**

More regular users' storage continues to be investigated.

Complaint from casual user's party - **NS** awaiting email with details.

Neighbour (The Maltings) complaint regarding noise (late into evening) from Saturday event. **MP** has followed up and Trustees will investigate and continue to monitor. Signs to be posted reminding users to be considerate to neighbours on leaving (**CM**). Check noise inhibitor to make sure it's working (**SF/RW**) and reminding casual users' where they must plug in amplifiers etc (**JU**).

Request for booking for NYE/18<sup>th</sup> birthday party withdrawn after user discussion with **NS**. User sympathetic to Hall's need to maintain premises and alcohol licence, not causing nuisance to neighbours.

Rebel Yell's request for overnight parking for one Campervan -Trustees agreed in principle. **NS** to follow up with user the date and details then notify **RW**.

Damage to car in car park (Friday 24<sup>th</sup> November) – not able to follow-up as person used Google Business site. **CM** to search PP documents to find Google Business access details for VH. Use of CCTV (**CM** provided **SF** with instructions). CCTV Ownership? Insurance? Servicing? Maintenance and servicing to be raised with NPC at 4<sup>th</sup> December PC meeting. (**SF/JA**).

Signs now up in main hall, Marion Faber and The Green Room signposting how to contact the village hall, via email, website, telephone number and Facebook. Emergency number also to be posted (**CM**). **KT** offered her mobile phone number to be used. Agreed by Trustees.

Discussion on how effective Hallmaster is being for booking etc. **NS** pleased with way things are going so far.

Discussion on public use of car park - no parking signs to be identified and posted in car park. (**CM**)

Users' Newsletter/email to be produced asking for support in keeping utility costs down over winter months. And reminders regarding premises' licence, renewal of PRS, noise inhibitor, consideration for neighbours and terms and conditions.

**Action:**

*Produce and post sign for emergency access*

**CM**

*Identify No Parking signs*

**CM**

*Newsletter/email for users*

**JU**

*Follow-up request for overnight parking with Rebel Yells*

**NS**

*Search for Google Business access info for VH*

**CM**

## 7. Finance

No monthly accounts available due to pressure of work (end of year accounts). KT will provide detailed accounts during December and present at January 2024 Trustees' meeting ready for VH end of year deadline (31/01/24). External assessor identified and their signed statement required (to accompany TAR) once Accounts are complete. CM to provide the standard Charity Commission statement. Following this the Trustees' Annual Report (TAR) and Accounts will need to be prepared for the AGM in May 24 (date yet to be set).

Present state of banking accounts shared electronically (KT). Reserve account £24 186.52; Current £1 458.47. The VH's Constitution requires reserves to be maintained between 4 and 12 months' revenue- previously held at 12 months.

Unexpected bill for sewage £1 551 – not yet paid- KT to investigate.

Confusion between date for gas meter exchange and the water meter visit means that the water meter still isn't legible. Complete readings for utilities not yet available. Gas meter has been installed (PA).

PRS certificate has been renewed. Users to be notified. (JU)

PA raised whether Trustees needed to review hire charges. As charges had only just been increased (May 23) it was decided to do an annual review in May 24 (annual reviews are recommended by RCCE).

Users to be asked for up-to-date insurance documents. (JU)

### Action:

**Detailed accounts to be provided for next meeting (deadline 31/01/23)**

KT

**Investigate other providers for gas, electricity and water.**

MP/KT

**Investigate sewage bill**

KT

**Investigate efficient ways of using current heating system.**

MP/CM

**Obtain quotes for painting exterior of VH, broken down into sections.**

PA

**Provide external assessor with standard CC statement**

CM

**Contact users for their up-to-date insurance information (newsletter/email)**

JU

## 8. Secretary Administration

Trustees' Annual Report & Accounts to 31 Jan 23 now posted on Charity Commission Website (22/11/23) (deadline met 30/11/23).

CM circulated paper copies of a draft Annual checklist (showing tasks/insurances/policies) that needs completing and updating. Trustees asked to review and provide up to date information and next review dates. Please let CM know these asap.

All Trustees' meeting minutes from July 23 are now on website (now it's fully operational). NPC Chair has been asked to sign AGM (May 23) minutes. (CM)

### Action:

**Trustees to submit updated info for annual checklist to CM**

All

**Shred/destroy out of date accounts.**

CM

**Follow-up NPC Chair to sign AGM minutes (May 23)**

CM

## 9. Bookings (see item 6)

## 10. Website & Comms

Signs now posted in hall providing details of how to contact the hall.(CM)

Users to be asked if there are any further details or postings (adverts) they would like on the website.(JU)

JU to remind users of need to help keep costs down by turning heating off/down on leaving and to clean hall.

### Action:

**Update website as appropriate.**

MP

**Post adverts, what's on etc on Facebook as appropriate.**

JU

**Generate new notices, (car park, consideration for neighbours, emergency contact).**

CM

**Newsletter/email for users to be sent out – reminders re: heating, cleanliness, website entries etc**

JU

## Revenue Initiatives and Grants

KT to follow-up admin for grant from 'anonymous' sponsor. Complaint sent to Barclays regarding tardiness in responding.

UDC grant application unsuccessful for MF room steps etc.

Further sponsorship and grants to be pursued. (CM)

### Action:

*Follow-up grant from 'anonymous' sponsor*

KT

*Seek further funding*

CM

## 11. Facilities

PA has contacted electrician re hall light – awaiting part.

Continuing discussion with NPC regarding Common access pathway and MF room. (MP)

IWB removed from disabled alcove by Rainbows. (CM)

SF organising removal of grey cabinet asap.

### Health & Safety

Fire assessments and risks to be follow-up by SF (with RW).

### Cleaning

Relief cleaner appointed for 3 weeks (6hrs a week). First invoice paid.

DH asked on her return from leave to spread cleaning hours – Mon, Wed, Friday 2 hours each morning. (JU)

### Oversight of employee.

No work schedule available from RW for November 23.(MP)

### Priorities for VH improvements:

Given limited financial resources improvements were prioritised as follows:

- |   |                               |       |
|---|-------------------------------|-------|
| 1. Storage -cupboard for alcove in disabled/baby changing area – Trustees agreed to proceed with Michin | estimate £900 (including VAT) | KT/PA |
| 2. Hall light (electrician already engaged)   |                               | PA    |
| 3. Flush in ladies toilet   | estimate £300 (+ VAT)         | PA    |
| 4. Heating (timer / HIVE system)  | estimate £500                 | MP/CM |
| 5. Hall Floor (sanding etc) - planned for Easter  | estimate £3000                | PA    |
| 6. Exterior- making good- and painting  | PA to research cost           |       |

### Action:

*Draft job description for caretaker/maintenance manager to be drawn up.*

MP/SF

*Existing metal cabinet in alcove to be removed.*

SF

*Work schedule to be provided for RW, to cover expectations for 14hrs a month.*

MP/SF

*Regular monitoring record to be provided to show progress on RW work schedule.*

MP

*Cleaner to be asked to re-arrange her cleaning hours*

JU

*Fire assessment, monitoring of alarms and risks to be follow-up. Log to be maintained.*

SF

*Ask about storage LHS under stage (NATs & RW)*

SF

## 12. Other actions remaining from previous minutes not covered above.

Cleaning of high level interior windows discussed. Current window cleaner to be contacted.

KT

Discussion on how to identify village hall cupboards, perhaps with numbers.

CM

Investigate storing 2 tables in MF room (hung on wall)

PA

## 13. AOB

Closure of Village Post Office at pharmacy. Discussion on siting Post Office at Village Hall. It was decided that this would be impractical given the current usage of the village hall and car park. Trustees will keep under review for when Post Office proposals are available.

**14. Date of Next Meeting.**

*NS to circulate dates (early January 2024) for next meeting and venue.*

**Meeting finished 9.45pm**

Signed



**Date – 12/01/2024**

**(Chair). Mark Patmore**

## Notes from Trustees (storage) walkabout 1<sup>st</sup> December 2023

### Main Hall cupboards

More higher level shelving on LHS in **Tables cupboard** for smaller items. This cupboard needs to be accessible to all users for tables – regular and casual users- not locked.

**Playgroup, Brownies and Rainbows** cupboard already fully utilized. (Locked)

### Under stage

RHS access - NATs equipment

LHS access with steps- Various items of hall storage 'broken' long table, white collapsible smaller tables, empty (used ?) paint pots, general maintenance (unidentified items?)- Are items NATs' or Village Hall's?

### Corridor

#### Rear cupboard (PPE) (locked)

Identify what needs to be in this space? Currently 'dangerous' chemicals, maintenance manager's tools, bulk storage of cleaning items eg paper towels, toilet rolls etc. Spare mops heads, broom handles.

Hall key cabinet.

#### Old cleaners' cupboard (locked on key pad access)

Potential for deeper shelving whilst leaving space to access CCTV and BT hub.

Longer term possibility of dividing into two spaces- one accessed through MF, one from corridor (as is).

#### Bowls' cupboard (locked)

Improve shelving? Were there any other suggestions for this space?

### MF Room

Boiler cupboard – limited opportunity due to boiler access. (locked)

### Main kitchen

Some drawers and space available in cupboards – possible re-organisation?

### The Green Room (bar)

Tall cupboard behind door from corridor – potential for re-organising cupboard shelving and making a lockable space (currently under used).

Better use of drawers – there are 3 empty ones.

Improving use of space under work surfaces by purchasing units.

Disabled /baby changing alcove- remove damaged metal grey cabinet replace with wall to floor built-in cupboard with some lockable space. Query about access to electrics?