

Newport Village Hall

Trustee meeting minutes – Meeting Monday 30th October 2023 – 7.15pm

Venue – The Church House - 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).

2. Apologies for absence

Janet Arscott (JA) NPC representative

3. Previous minutes

Previous minutes 25th September 2023 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 generally positive.

Pilates (Thursday am) reported issue with cleanliness of hall floor (on-going – no-one from previous management responded)- stickers, tinsel etc and toilets (paper towels on floor) - Rainbows and Brownies on a Wednesday afternoon/ NATS Wednesday evening (CM) to follow up with all three parties.

Tiny Tempos requests more storage. On-going discussions as current arrangement is unsafe. TT to be asked to re-arrange and move additional equipment until Trustees have reviewed storage arrangements for all groups. (CM)

Bingo are finding storage arrangement in Bowles cupboard impractical. Request more accessible alternative.

Art group have obtained a grant for 5 additional tables from Gaces Trust. These will be available for all users. Email previously circulated by CM to all Trustees identifying ownership, storage and use. Trustees agreed to the proposed storage and use. Art group to arrange free delivery & transportation. (CM)

Casual user (50th Wedding Anniversary party) did not pay a deposit so unable to withhold cost for additional cleaning etc.

Darcey's party – flooding in disabled area- NS mopped up . It was agreed to withhold £30 from deposit. NS to inform hirer.

Alcohol. Users to be reminded that alcohol usage (bar) has to be agreed with Trustees prior to event. This is a condition of our Premises licence. JU suggested reviewing hirers terms and conditions to make this clearer. This was agreed. JU, MG and NS to discuss.

Spanish Club continuing and requesting two tables for Monday evening. Setting up and clearing away tables from MF room to main hall when other users are present a logistical problem for user & caretaker. To avoid disturbing main hall users it was agreed that two lightweight tables would be situated there possibly hung on the wall. PA to investigate costing and practicality. For the time being MP to instruct RW to move tables for Spanish Club and return to tables' cupboard without disturbing users of main hall.

Users concerned over lighting when leaving the hall in the dark. RW has fixed lighting in car park. Trustees to monitor its effectiveness over coming winter months.

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

Rebel Yell Country and Western Club asked if it would be possible for one of their performers who travels in a Camper Van to park overnight in the car park. Decision deferred to next meeting.

Storage

Proposed cupboard - alcove in disabled toilet. KT obtained 2 quotes .£900 Michin: £1220 Norman. Plans provided for locked bottom area and taller main area for cleaning materials, including some additional shelving. PA to look at measurements and present proposals at next meeting.

It was agreed storage as a whole within the hall requires further investigation. Next Committee meeting to be held in VH. NS to investigate possible times and dates and circulate.

Current storage arrangements:

Main hall cupboard 1 – storage for all tables used by regular and casual users: Tiny Tempos: Art group. (3)

Main hall cupboard 2 – Brownies: Rainbows and Playgroup. (3)

Corridor (old cleaning cupboard) – Pilates, Yoga and Iyengar Yoga (3) plus CCTV & Hub.

Marion Faber Room cupboard (Boiler) – everyday cleaning materials, vacuum, carpet cleaner etc. Limited space.

PPE cupboard – caretaker’s materials/tools, (locked) hazardous chemicals, key cabinet, and bulk storage of cleaning materials.

Bowles cupboard – Bowles : Bingo (2)

Under stage and loft – mainly NATs. Some hall storage.

Various cupboards in main kitchen and Green Room (bar) – Hall’s crockery, glasses, cutlery, tea towels etc.

Users’ crockery, their own coffee/tea etc, Some Art books, Trolley for crafts (Brownies/Rainbows).

Action:

<i>Follow up cleanliness of Hall Thursday am with Rainbows, Brownies and NATs.</i>	CM
<i>Ask Tiny Tempos to re-arrange and move additional equipment in tables’ cupboard.</i>	CM
<i>Notify Darcey’s party casual hirer to withhold part of deposit.</i>	NS
<i>Discuss communicating alcohol requirement to users (terms & conditions).</i>	JU, MG, NS
<i>Investigate storing 2 tables in MF room (hung on wall)</i>	PA
<i>Inform RW of arrangements for Spanish Club tables (as a temporary measure).</i>	MP
<i>Lighting in carpark and on Station Road to be raised with NPC.</i>	JA
<i>Investigate measurements and plans for alcove cupboard.</i>	PA
<i>Investigate times and dates for next Trustees’ meeting at VH and circulate.</i>	NS

6. Finance

Written finance report circulated by email previous week.

Zurich (hall) insurance payment due 1st November 2023. **KT** to arrange renewal of standing order/direct debit. **CM** to post new certificate in hall.

Performance and Music certification to be renewed.

Invoice for electrician Crawford, Brook Electricals paid (BT hub installation).

New water meter being installed 9th November (free of charge). **KT** arranging visit with Castle Water.

PA arranged installation of new gas meter.

PA obtained quotes for re-sanding and varnishing wooden hall floor. Two quotes both roughly the same approx..£3000. Discussion on whether this work is necessary. **KT** presented a photo of another local hall with refurbished floor and how it had been well maintained. The **VH** floor has been allowed to deteriorate due to lack of maintenance over recent years. Further discussion required as there are a number of classes now floor based in the main hall.

K

Action:

<i>Renew Zurich insurance & PRS.</i>	KT
<i>Post updated insurance certificate in VH.</i>	CM
<i>Supervise visit of Castle Water.</i>	KT
<i>Investigate other providers for gas, electricity and water.</i>	MP/KT
<i>Investigate efficient ways of using current heating system.</i>	PA
<i>Obtain quotes for painting exterior of VH, broken down into sections.</i>	PA

7. Secretary Administration

Village shop returned all keys as key boxes at front door, for regular and casual users, are working well.

2 ‘missing’ tables from John Gordon returned to hall via caretaker.

CM attending RCCE training Feering on 6th November 2023 (invitation circulated to all Trustees to see if they wished to attend). Mainly for new Trustees - Focus on the role and responsibilities of Trustees in financial management, bookkeeping reporting to CC, Annual Report, policies, conflict of interest etc. Deadline for Newport’s Annual CC Report 30th November 2023. **CM** to circulate handouts from training.

Action:
Circulate handouts from RCCE training. CM
Post Annual CC report by deadline. CM

8. Bookings (see item 5)

9. Website & Comms

MP has access to website, but still a few hiccups. MP to update website. Users to be asked for their information and photos. People can now contact the hall through the website and it reaches us!! CM re-doing signs for hall.

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

Action:
Update website as appropriate. MP

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 – possibly more urgent than next meeting.

Contact users with reminder about heating. JU

10. Revenue Initiatives and Grants

Gaces Acre Trust approved grant for Art group to purchase additional tables (£420). To arrive early November 2023.

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

Response from UDC regarding Fire Exit and steps grant expected late October. Not yet received. CM to chase.

Action:
Chase UDC grant application. CM

11. Facilities

Health & Safety

Decision agreed to remove disabled bell/button on external wall. SF to arrange. Possibility of replacement signage directing disabled users to the most appropriate entrance.

Action:
Arrange removal of disabled switch/bell. SF

12. Cleaning

CM/DH undertook cleaning material audit. KT has arranged for DH to order through Bunzi account. DH on leave late November 'til early December (3 weeks). Relief cleaner required. JU to follow up.

Oversight of employee.

RW has provided code for key box in main kitchen so cleaner now has access to PPE cupboard.

Box of 'missing' accounts located under stage in main hall, together with other boxes of accounts going back to early 2000s. CM to destroy/shred all accounts prior to 2016/17 (KT agreed this was acceptable to HMRC).

CM offered to keep the most recent account box secure. Trustees agreed this was acceptable rather than store in VH..

MP has received a copy of RW's work schedule for October.

Action:
Investigate cover relief cleaner. JU
Shred/destroy out of date accounts. CM
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

13. Other items remaining from previous minutes not covered above.

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)

Action:

Current external window cleaner to be contact re: doing internal windows.

RW to be asked to check fire exit lights.

Engage electrician.

Log for fire and CO alarm testing to be located.

KT
SF
PA
SF

14. AOB

JA reported to NPC that there was no RAAC in the village hall.

15. Date of Next Meeting.

Next meeting to be held on Friday 1st December 7pm Village Hall (NS to confirm).

Meeting finished 9.45pm

Signed



Date – 01/12/2023

(Chair).

Mark Patmore