

Newport Village Hall

Draft Trustee meeting minutes – Meeting Friday 9th February – 4:30PM

Venue – The Marion Faber – Newport Village Hall

1. 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).

2. Apologies for absence

No absences.

3. Minutes from previous meeting

Minutes from previous meeting (12th January 2024) amendments requested by KT. MP to review amendments and present at next meeting.

4. Matters arising from previous meeting & follow-up actions to be discussed in man agenda heading

As below:-

5. Users feedback and queries

Emails sent out to users – further emails to be sent out.

Regular users to be requested to send their updated insurance information to JU

Some feedback received, photos etc to be uploaded to the website.

Parking is sometimes an issue – smarter ways of parking to be investigated.

Current hirers of parking spaces to be contacted.

Following a request to book a dog training session in the hall, It was agreed that dogs (except assistance) are not permitted in the hall. This will protect the wooden floor.

6. Finance

Draft annual finance report received.

Water – increase in rates seen.

Finance report will be finalised and sent to the Independent Examiner. Once returned from the IE it will be presented to the Trustees for final signing off before the AGM.

SSE Electric DD not yet been taken.

7. Secretary administration

Trustees Annual Report with accounts is to be presented at the AGM. This is in progress and will include both the Chairmans report **(MP)** and Finance report **(KT)**

Trustees asked to continue to update checklist (previously circulated) for licences, membership renewals, H&S and hall equipment with dates etc.

8. Bookings

The Village Hall continues to be very busy with bookings.

9. Website and comms

The PRS (Performance Rights Society) licence for the village hall has been renewed and the Zurich insurance.

10. Revenue Initiatives & Grants

Preliminary independent Energy Assessment to be submitted by April – current annual finance report required, utilities' bills and some employee information.

Contact Christine Griffin with regards to an additional ACRE grant and Tesco's (CM).

11. Facilities

Trustees agreed Flooring in main hall to be repaired, sanded and sealed – possibly during Easter (PA)

CCTV Monitor replaced and servicing to be carried out – SF to liaise with Parish Council

Plumber called to fix the back unisex leaking toilet – (PA)

Tour of the village hall was carried out to review additional signage that is required (SF & CM).

Sealed notice board required for front of village hall – SF & PA to progress

Drawing required for the building work required for disabled access from the village hall (MF Room) to carpark/common – (SF & PA)

Quote for fire door from Marion Faber room required

Village hall flood risks to be reviewed in line with the potential building work

12. Cleaning

No issues with cleaning all is working well

13. AOB

Date for AGM to be arranged – Friday 26th April 2024

19:30 Marion Faber Room VH – (NS to book)

14. Date of next meeting

Next Trustees meeting scheduled for Friday 8th March 2024.

16:30 – 18:30 Marion Faber room followed by a meet & greet at 18:30 with regular users. – (NS to book room, JU to notify users and refreshments to be provided)

Signed:



(Chair) Mark Patmore

Date: 8/3/24