

## **Newport Village Hall**

### **Draft Trustee meeting minutes – Friday 8<sup>th</sup> March 2024 – 4:30PM**

#### **Venue – The Marion Faber – Newport Village Hall**

#### **1. Present:**

Mark Patmore (Chair), (MP), Julie Utton (Vice Chair) (JU), Christine Mayle (CM), Sean Fleetwood (SF), Moira Grimwood (MG), Janet Arscott, Parish Councillor (JA), Peter Arscott (PA), Karen Turner (KT).

#### **2. Apologies for absence**

Nicola Sorrell (NS);

Karen Turner (KT) left after Finance item.

#### **3. Minutes from previous meeting**

Minutes from previous meetings 12<sup>th</sup> January 2024 and 9<sup>th</sup> February 2024 agreed. MP to sign and post on website.

#### **Matters arising from previous meeting & follow-up actions to be discussed in main agenda heading**

As below:-

#### **4. Finance**

Draft Annual Accounts circulated prior to meeting. Discussion on Millennium Fund took place, its historical context, fixed Assets and depreciation. Letter of Engagement with terms and conditions from Mansell & Co (Accountants) received. All to be discussed and agreed at April meeting.

Monthly February 24 accounts presented and discussed. These show an improving trend.

Utilities similar to previous year. Most regular suppliers now billing monthly.

Decorator to be asked to provide a seal for disabled alcove cupboard.

Request for £900 deposit from floor company to cover initial materials – Trustees agreed payment. Work to be undertaken over Easter break Sunday 31<sup>st</sup> March to Wednesday 3<sup>rd</sup> April 24. **JU** to notify users.

**SF & PA** to arrange for hall chairs to be moved Sunday morning (31/03/24).

Floor on-going maintenance discussed. Estimate £608- possibly annual or six monthly.

**PA** to pursue with contractor.

KT resigned as a Trustee but will continue bookkeeping/finance role until April 24 AGM, when she will formally step down. KT left meeting.

#### **5. Users feedback and queries**

Positive feedback continues.

Users' cleaning materials now stored in the alcove cupboard.

#### **6. Secretary administration**

Constitution / governance document to be updated, small change required in wording from Charity Commission for all VHs, Community Buildings. Amendment required - regular users' info out of date (not updated since previous administration).

Pat Pleasence will support CM minuting AGM.

John Gordon (as VH Patron) will be invited to Chair the AGM. **CM** to contact.

Confirmation of AGM date 26<sup>th</sup> April 24 @ 7.30pm in Marion Faber Room in Village Hall.

**CM** to post formal notification to community (Website, Parish Council office, village noticeboard etc) at least 14 days prior to meeting.

Confirmation of updating of Newport News advertisement.

#### **7. Bookings**

The Village Hall continues to be very busy with bookings.

Hallmaster licence renewal due 31/03/24 – 10% discount available to VH through membership of RCCE.

**CM** to enquire about discount code.

#### **8. Website and comms**

Some users' website information out of date or non-existent. **MP/JU** to update alongside Facebook page.

**JU** to notify users of hall closure during floor refurbishment (see item 4 Finance).

#### **9. Revenue Initiatives & Grants**

Current accounts with utility bills needed for an Independent Energy Assessment application.  
**MP** will organise utility bills to be sent to **CM**.  
No further progress on **ACRE** or **Tesco** application for grants.

#### **10. Facilities**

See above for arrangements for floor refurbishment (item 4).  
CCTV servicing to be carried out – **SF** to liaise with **Parish Council**.  
Gigaclear Community Hub offer- discussion on current **BT** contract. **SF** to follow-up.  
Sealed notice board required for front of village hall – **SF** unsure of size required. To investigate.  
Drawing required for the building work for disabled access from the village hall (**MF** Room) to carpark/Common – **MP/SF & PA**.  
Proposed Common footpath and flooding discussed.  
Quote for fire door from **Marion Faber** room required. **SF & PA**.  
Trustees agreed to **MM**'s request for holiday leave to be taken w/b 11/03/24 and for hours/month to be as per contract 10hrs/month. **Wages Room** (**Payroll**) notified.  
Discussion on cover for **MM** w//b 11/03/24 - **Spanish Class** movement of tables and chairs into **MF** Room.  
**CM/SF** to organise.

#### **11. Cleaning**

No issues with cleaning all is working well. **VH** non-flammable cleaner's materials now in alcove cupboard. Lockable storage of flammable and dangerous cleaning materials discussed as boiler cupboard not suitable. Item for next meeting. **Bowls/Boccia** ramp storage discussed. **JU** to investigate possibility of **Bowls** cupboard as lockable..

#### **12. AOB**

Trustees agreed to proceed with replacement of main kitchen hot water heater (as problem intermittent), capping off gas plus replacing taps in gents' toilets– estimate from plumber- £1015.00.

#### **13. Date of next meeting**

Next Trustees' meeting scheduled for **Friday 5th April 2024 16:30 – 18:30 MF Room**.  
Advertisement and job description for **Bookkeeper** to be arranged **MP/JU**. Further discussion on **Booking secretary** and **Secretary** role to follow.

**Date for AGM – Friday 26<sup>th</sup> April 2024 19.30pm Marion Faber Room VH.**

**Meeting followed by Users' 'meet and greet' session.** Refreshments provided.

Stephanie Shambrook - Tai Chi; Tricia Ackron - Pilates; Yvonne Hannant - NATS  
Simon Trimnell & Mike Hannant - Parish Councillors.

Signed:



(Chair). Mark Patmore Date: 5<sup>th</sup> April 2024