HAZELBURY BRYAN VILLAGE HALL COMMITTEE

MINUTES OF THE MEETING ON 4th November 2024 at 7.30pm

PRESENT: Amanda Dance (AD) Chair, James Porter (JP), Carol Lewis (CL), Paul Stredwick (PS), Tracey Collins (TC), Clive Rance (CR), Val Rubie (VR), Martin Richards (MR) Parish Council Liaison.

GUEST: Steve Murcer (SM) Parish Council Chairman.

APOLOGIES: Lynn Dean (LD), Afric McCarter (AMcC).

ABSENT: Nil.

PRESENTATION:

- This being **CL**'s final meeting before retiring from the committee, **SM** gave a speech in recognition and appreciation of her outstanding contribution to the village and presented her with the Hazelbury Bryan Community Award 2024. The committee made their own presentation and the occasion was celebrated with delicious cake baked by **TC**.
- **CL** updated those present regarding her recent visit to see former committee member Alma Tenwick. Alma was delighted to have received a card from us.
- **SM, CR** and **VR** left at 7.48pm, prior to the commencement of committee business.

MINUTES:

- The Minutes of the Meeting held on 21st October 2024 were agreed and signed off by the Chair.

MATTERS ARISING:

- **AD** corrected an error in October's minutes whereby the balance of the savings account should read £11800.26. Not £11826 as had been shown.
- **CL** clarified that the proposal to hold an open gardens event next year had come from Jill Noades on behalf of the church. Furthermore, the church would need our assistance in organising the event, beyond simply providing a venue for the second start point.

FINANCIAL REPORT:

- Prior to the meeting, **AMcC** had circulated a summary of the financial report for the period 26th September to 25th October 2024 to the committee. **AD** presented the report to the meeting. Money in totalled £232, to include income from user groups and film night. Money out totalled £653.31, to include cleaning, bar stocks, fire extinguisher service and maintenance work. The current account stands at £7584.61and the savings account at £11800.26.
- There followed a general discussion about whether the balance in the current account is too high when we could be earning more interest by transferring funds to the savings account. It was decided to wait until we could check with **AMcC** as to how quickly we can access funds from the savings account, then agree upon the correct level of funds to retain in the current

account. **AD** observed that our upcoming financial policy would provide guidance on matters such as these.

- **CL** requested that the financial policy cover frequency of invoicing, as this would assist the treasurers of user groups to manage their finances.
- **MR** asked what the position is now with income from our solar panels. **AD** said that **IB** has been communicating with Octopus who have accepted they offered us a tariff then withdrew it. Octopus are now considering what they can offer us. However, we are still not earning income from our energy export.
- **JP** reported that attendance at Film Night was 11. Income was not available at the time of reporting. He suggested that the film was, perhaps, too old and more lively films will be chosen in future.

REPORT ON STRATEGIC PLAN (SP):

- **CL** – Our Strategic Plan was approved 6 months ago and is due its first 6 month review. As part of this process, the following points required discussion;

1. Priority Goal 1: To increase the available parking area and make safe for users. Agreed that these should be separated into two goals; to make safe in the short term and increase in the medium/long term.
2. Priority Goal 2: To obtain majority agreement regarding the scope and priority of remodelling the kitchen. As this has not yet been discussed and documented it was agreed to amend the timings for the goal. **CL** to circulate a draft for agreement.
3. Other Goals – Year 1, KPI 3: To amend or create policy documents (high priority by 01/08/24 and low priority by 01/11/24. These timings have slipped. Agreed to amend KPI 3 to read "(high priority for funding applications by 01/08/24, other high priority policies including H&S, finance, hirers agreement and general and fire risk assessments by 11/12/24 and low priority by May 2025.)"
4. SP review is currently 6 monthly. Agreed to conduct next review in May 2025 and annually thereafter.

REPORT FROM PC REPRESENTATIVE:

- **MR** updated the meeting on the business of the last PC meeting. There were no matters pertinent to HBVH.

GRANTS/FUNDING UPDATE:

- **TC** confirmed the Vintage Clothing Sale is going ahead. **MR** asked the difference between this and a jumble sale. **TC** explained the higher quality of the vintage clothing sale. **MR** suggested that, since they are different, we could hold jumble sales in addition. It was agreed that this is worthy of further consideration at a later date.
- **TC** stated that she had not pursued any further grants since the last meeting.
- With the committee having previously agreed to the acquisition of a card reader, **TC** noted that the costs considered had not included the price of the machine itself. She explained the different functionality of various options and those present agreed that a Sum Up reader that does not require a personal mobile phone with an app would best suit our needs. This would cost £94.80. **Action: AD** to email full committee to seek a quorum to validate our decision. **Update:** Purchase now agreed.
- **AD** stated that plans for the Christmas Quiz are now in motion and presented a draft flyer and ticket, which were approved. **LD** has a friend who will produce and present the questions. He will require our assistance with other aspects of the quiz, such as scoring. There followed general conversation about the details of the quiz such as prizes and publicity for the event. **Update:** The quiz master has now said that he will bring his own assistant for scoring, etc.
- **AD** suggested producing a calendar of events for next year. For further discussion.

REPORTS FROM USER GROUPS:

- There were no reports from user groups.
- **AD** has produced and circulated a list of representatives for each user group.

HALLMARK:

- **AD** – The Hallmark 1 assessment has been set for 2pm on 11th December 2024.
- **AD** produced a final draft of the floor plan of the hall and its facilities. This will be printed and displayed in the hall.
- **AD** – Wessex Water have been contacted to establish the location of our external stopcock. They do not know because we are not metered but will send someone to locate it. It was agreed that we should investigate our water bills to establish whether we would benefit from lower bills with a meter.
- **CL** asked **TC** whether hall users should have their own public liability insurance**. TC** advised that, as a general guide, commercial users should have their own PL cover but casual users are unlikely to have any and the Hire Agreement must request them to conduct their own risk assessment. Charities can use our PL insurance.

TC left the meeting at 9pm.

- **AD** stated that she will purchase the new toilet brushes, toilet roll holders and bins as agreed. She has met with Jean Cluett who is happy to deal with the bins.

POLICIES:

- **CL** will include a new cancellation policy in the updated Hirers Agreement, then circulate the final draft to the committee for approval before sending to all existing user groups. **AMcC** can then use this for new hirers.

WiFi:

- **AD** – The wifi policy has been circulated and agreed. Those present signed to confirm.
- **AD –** The new guest password is now displayed on the back of the router.

HEALTH & SAFETY:

- **CL** has finalised the General Risk Assessment and will circulate for agreement**.**
- **CL** reported that the Fire Risk Assessment has been completed by Vale Fire Safety. **CL, AMcC** and **PS** were present. The hall has been classed as trivial risk, the lowest risk rating. The action plan contains 4 actions which are either already planned or involve maintaining existing actions. **AD** pointed out the need to formalise and record our fire training. **PS** to include in the H&S Policy.

HEATING:

- **AD** reported that the heating service has been done. **PS** has circulated a best practice document with advice gleaned from the engineer.

MAINTENANCE:

- **AD** has created a decorating rota for the VH Working Party – Round 2.
- **AD** will fit ‘c’ rings in the cleaner’s cupboard for storage of equipment.

- **AD – NR** will be PAT testing all portable electrical appliances in the hall but timing is dependent on his other work.
- **PS** will clear and check the gutters but the north side of the hall is not safely accessible for one person with a standard ladder. **PS** to liaise with **NR** for a safe solution.

MARKETING:

- **TC** not present to update. **AD** reports that she and **TC** are using Facebook, Nextdoor and the PC website to promote the hall and events as much as possible.

AOB:

- **AD** asked those present what arrangements we have for cleaning the outside of our windows. In answer, there are no arrangements. For further consideration.

  There being no further business, the Meeting was closed at 9.30pm. The next Committee Meeting will be held on ***Monday 2nd December 2024***, at 7.30 p.m. in the Village Hall.

Future Committee Meetings 06 Jan 25, 03 Feb 25, 03 Mar 25, 07 Apr 25.

Paul Stredwick (in the absence of the Secretary).
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