

HAZELBURY BRYAN VILLAGE HALL COMMITTEE

MINUTES OF THE MEETING ON 12th August 2024 at 7.30pm

PRESENT: Amanda Dance (AD) Chair, James Porter (JP), Carol Lewis (CL), Paul Stredwick (PS).

GUESTS: Nil.

APOLOGIES: Lynn Dean (LD), Afric McCarter (AMcC), Tracey Collins (TC), Clive Rance (CR), Martin Richards (Parish Council Liaison) (MR)

ABSENT: Nil.

MINUTES: The Minutes of the Meeting held on 8th July 2024 were agreed and signed off by the Chair.

FINANCIAL REPORT

- **AD** presented the financial report provided by **AMcM** as at 25th July 2024. Money in was £1132 from user groups and “rental from summer term”. Money out was £453.26 for cleaning and bar stocks. The savings account stands at £10019.34. The current account stands at £8892.33.
- **AD** explained that these figures did not include the recent income from the vintage clothing sale or the history talk, which will be paid into the savings account and shown in next month’s financial report.

MATTERS ARISING:

- Covered under the following headings.

REPORT FROM PC REPRESENTATIVE:

- **AD** had been unable to contact **MR**. Reference to the minutes of the latest PC Meeting revealed nothing of note for the village hall.

REPORT ON STRATEGIC PLAN (SP):

- **AD** has now had confirmation from all committee members that they have read the document about their roles and responsibilities as trustees.
- **AD** has been advised by **TC** that we urgently need to create a budget and finance policy.
- **AD** has discovered that we will need to vet prospective new committee members for eligibility to become trustees. She produced a Charity Commission form for this purpose which can be downloaded from their website. It requires trustees to self-declare that they meet the criteria listed on the form. Existing trustees should also confirm their eligibility when re-elected to the committee at each AGM.

WORKS UNDERTAKEN AND UPCOMING:

- Redecoration of the hall interior by volunteers has commenced and will continue in the coming weeks.
- Neil Robson (**NR**) has repaired the leaking toilet.
- **AD** and **JP** have discovered that the light outside the front door appears to be motion activated only and only benefits people approaching the hall. Those leaving the hall exit into darkness. **NR** will be asked to investigate whether the light can be switched on manually and also to see if lighting can be extended to cover the shed area.
- **NR** will check the suitability of the sound system for our needs. **JP** and **CR** have found that, when other users try to adjust the complex settings, it is difficult to return to normal settings afterwards.
- **AD** suggested that the proposed new blinds for the toilets should be moved down the list of things to do. We have more important priorities. **Agreed.**
- **AD** has been informed by **IB** that she has obtained a quote from Mr Rowland of Brickworks for proposed works outside the hall. Mr Rowland advised that some of the areas requiring work, between the hall and the road, may belong to the Highways Authority. As such, they would require appropriate permission and anyone carrying out the work would legally require specialist qualifications that he does not currently hold. Furthermore, the proposed ramp for the fire exit from the main hall is not likely to be feasible as it would need to turn 90 degrees and have railings to prevent people exiting into the carriageway. **Action – AD to investigate the hall deeds through Malcolm Wilson (MW).**
- **AD** and **TC** have also sought quotes for the above works. **AD** awaits her quote but the builder has indicated that he does not want the work. **TC's** builder is yet to attend.
- **AD** wishes to collate all the quotes for the individual jobs but feels the two priorities are the trip hazard entering the car park and the collapsing step outside the kitchen fire exit.
- **PS** noted that fresh tarmac had been laid at the entrance to Hannam's field thereby levelling the access to the hall car park. **AD** had learnt that the PC had arranged for the Highways Authority to do this. It was felt by those present that, whilst an improvement, it appeared to be a temporary fix.

GRANTS/FUNDING UPDATE:

- **AD** observed that the village history talk given by Godfrey Symes and Chris Eyres had been very successful. (**JP** had previously reported total takings of £886.30.) There had been a full house and a few people had to be turned away to avoid overcrowding. Godfrey had thanked us for the opportunity, was pleased with the amount of contact and number of book orders following the talk and was keen to do further talks in the future. He also suggested the possibility of organising guided history walks. **JP** suggested that the hall might be able to assist with this to benefit from any income. **CL** suggested that we could offer to donate some of the income from Godfrey's presentations to a charity of his choice.
- **AD** reported that **TC** will be holding another pre-loved clothing sale for the hall. Having looked at hall availability, this could be in late November.
- **CL** reported that Hazelbucks Café will be holding a fundraiser for the hall, potentially in October.

REPORTS FROM USER GROUPS:

- **AD** had received positive feedback about the decorating from the yoga group.

HALLMARK ACCREDITATION:

- **CL** and **AD** invited the committee to consider whether we should revise our ambitions to achieve Hallmark 1&2 this year given the limited time before the assessments. Although a

possible withdrawal of grants may make it more expensive to go for Hallmark 2 separately next year, those present agreed it was more realistic to concentrate on just Hallmark 1 for now.

- **CL** has noted from conversations with others that our hall fees are low compared with other halls. **JP** pointed out that our primary purpose is to provide a service rather than make a profit. **AD** stated that, nevertheless, we have a program of projects to finance. **Action – CL to research other halls' charges prior to us making a decision.**

POLICIES:

- **AD** reminded the committee that, when emails are sent out requesting that committee members read documents, replies are needed confirming that the documents have been read. **CL** awaits two replies regarding the Data Protection Policy.

MARKETING:

- **AD** observed that the village hall page of the PC website has been updated. We still aspire to have our own website in the future.
- **AD** pointed out that we are promoting our events well on Nextdoor and Facebook.

HEALTH AND SAFETY:

- **PS** has not had time to progress the timetable of maintenance checks which are noted as a priority.

AOB:

- **AD** confirmed that Wessex Internet will install our wifi connection on 14th and 20th August 2024.
- **AD** reminded the committee of the urgent need to recruit new committee members. We have four people currently expressing an interest. We should use the upcoming open day to encourage further interest.
- **AD** gave an update from **IB** about our electricity supply. We are now with Octopus. It will take eight weeks from the start of the contract before we will earn income from exporting to the grid. In the meantime, our solar panels have provided almost all of the power we have consumed. On a busy evening with the air conditioning on, we typically use only half of the stored power from our battery so our exports, at this time of year, should be substantial. There should be no risk to the heated cabinet for the defibrillator in the event of a power cut.
- **CL** has researched the checks required for legionella and established that we need an appropriate thermometer, costing about £20. This is not optional. (Update - **CL** has now ordered one for £7.99)
- **JP** reported that he had attended a meeting of the village resilience committee (Community Emergency Response Plan). Also in attendance were Steve Mercer (**SM**), **MW**, **NR** and Claire Jennings, who runs CERP at the district level. **JP** will be the village hall representative. The amount of work the committee will undertake depends on what the community wants. At the moment they will concentrate on what the hall can offer as a place of warmth and light, a shelter, information centre or RVP for emergency services.
- **AD** has read the instructions for the heating/aircon system and worked out how to operate it, so as to avoid a repeat of the situation at the history talk when some attendees were either too hot or too cold.
- **AD** has purchase a key safe to securely store keys that are only for the use of the committee. E.g. bar store, sound system, etc. This will avoid the situation of individuals securing the keys but not being available.

- **AD** has identified a potential insurance issue with window keys being routinely left in the window locks. Whilst this practice doesn't cause an obvious security risk, it might invalidate an insurance claim. We will move the keys to a hook in each room away from the windows.
- **AD** updated the committee on plans for the Open Day on 24th August 2024. **CL** has designed a flyer which she is displaying around the village and surrounding area. User groups are supporting the event enthusiastically and promoting it. Godfrey Symes will have a stand. The PC are yet to confirm their involvement. **AD** has approached **IB** about providing information on our solar panels and heating system. Committee members will be needed to help with setting up, assisting user groups, manning our stand, providing refreshments, etc. All those present confirmed their attendance. We will need a means to solicit attendees' views about the hall and what they want from it. Maybe a suggestions box. **JP** suggested displaying a list of everything the hall is already used for.
- **JP** stated the next film night is on 7th September 2024 and the film will be Downton Abbey.
- **AD** reported that she had purchased the grit box for our outside areas. She is in contact with **MR** about supplying grit.

There being no further business, the Meeting was closed at 9.35pm. The next Committee Meeting will be held on **Monday 2nd September 2024**, at 7.30 p.m. in the Village Hall.

Future Committee Meetings 14 Oct, 04 Nov, 02 Dec, 06 Jan 25, 03 Feb 25, 03 Mar 25, 07 Apr 25.

Paul Stredwick (in the absence of the Secretary).
01258 817183