

# LEONARD STANLEY VILLAGE HALL

MINUTES of Village Hall Management Committee meeting held on Friday, 9<sup>th</sup> July 2021 from 7pm.

**Apologies:** David Pearson (Trustee),

**Present:** Phil Herbert (Chair & Trustee), John Webb (Trustee), Jan Bodiukiewicz (Trustee), Bobbie Ireland (Treasurer), Penny Scott (Hall Manager), Jane Roberts (Secretary).

**Minutes of the last Meeting, the AGM** held on June 27<sup>th</sup> 2021: These were referred to but not yet signed as a complete record as it was felt that not all core committee members had had time to study the associated papers. The Secretary was asked to email them a full set of the June Minutes.

**Trustees** Now number 4 but LSVH really needs more as a matter of urgency.

## **Matters arising**

PH had liaised with outgoing Treasurer Ali McBride who agreed that Vicky Downey, a qualified Accountant, should inspect last year's accounts for handover so that the new Treasurer would inherit an independently authorised set of accounts.

BI has also been liaising with AM to learn the computerised systems which link to each other: Hallmaster, the online booking system is integrated to the improved website & the accounting system. These changes are intended to reduce Treasurer's & Manager's workloads. BI had not yet been able to access LSVH's Bank Accounts but this was in hand.

[As noted in the full AGM Minutes, all the Hall's Policy documents, sample Risk Assessment, terms of hire & Covid addendum are available to download on the website].

**Thank You** PH wanted to record sincere thanks to all outgoing Committee Members and perhaps particularly to John Hunt and Jan Hunt who have done so much during the covid pandemic to keep the Village Hall up to date and moving in the right direction. There had been a great deal to do despite the fact that the hall had been closed for so long.

**General Hall Maintenance** PH wanted clarity on what could be left to the Manager to deal with and what the Committee should authorise first. He suggested a return to the original contract which authorised PS to spend up to £200 for minor works, with JB keeping an eye on plumbing & electrical matters & other major jobs. AGREED.

PH & DP will look at the building issues.

**Gate:** JB noted that it is in hand & ready for installation by himself & helpers from the Social Club. This is to deter unauthorised parking by those not using the hall. Whether it will need to be actually locked will be tested later.

## **Building Repairs**

PH: Contractors dealing with the ridge tiles used a cherry picker & took photos of the **Bell Tower** which PH & JB have seen. These showed stone spalling away from the structure and a massive crack at the side. They had asked for a quotation to repair it: around £600 to remove it altogether & make good or £6,000 to repair it.

Trustees are very concerned to learn that it is structurally unsound, but also that local people might want to keep it. JB & DP are worried about the state of the steels which are rusting & how long they would be able to support the tower. The builder already engaged could fit removal in with his non-urgent jobs.

Social Club has not been able to contribute any funds this year. Normally they would pay c £800pm for use of that part of the building & £9,600 is almost 50% of LSVHs annual income. Inspections also show that the whole roof needs replacing in the next 5 years.

The dilemma now is how to get a decision from the village before the Bell Tower falls down or worse, injures anyone. It is only a token of the original use of the building & the cheaper option would ensure safety for all. The bell itself has never been rung since the school closed and was taken over by LSVH in 1981. The bell could be offered to the new school and put to use once again perhaps.

JB proposed putting it on the Parish Council's next Agenda (July 27<sup>th</sup>) but the PC would not be able to decide soon enough to help save the tower if it is dangerous. Publicity suggestions were made, such as the Parish Newsletter, which might call for donations. Crowd funding might help but it needs organising.

PH & JB would contact the PC to ask whether they could make a meaningful contribution towards the £6,000 as it is understood that they hold funds obtained as part of the Mankley Fields housing development. They may well have plans to renovate the pavilion which they own but may be able to divert some funds.

The cherry picker had also been used to look at the chimney during the intended repairs to the guttering & flashing at the back of the building. The contractor is flexible on how he works & the ridge tile work already done gave a good impression. The work is not likely to be carried out before November but JB proposed to accept the quotation from NPW (JW seconded) & see whether work could be done much earlier. AGREED. The building trade is facing challenges with materials and supply times.

**Managers/Bookings Report** PS is compiling a list of all hirers. There have been a few occasional bookings and some regulars returning plus new regular hirers – yoga & pilates.

### **Social Club**

- 1 JB: SC wants a couple of tables on their frontage. YES, provided there are no complaints otherwise this privilege will be removed.
- 2 JB: If the Chimney is taken down at the SC end they would lose their Sky aerial & LSVH would have to pay to re-erect it although JB could probably get it cabled.
- 3 PH: It was a mistake not to have replaced the SC windows when the hall's were replaced. JB: The frames are very rusty & LSVH is responsible. JB/PH to get a ball park figure from the suppliers.
- 4 SC have done a lot of very good work inside and it is very important to maintain good relations with them. They have an annual agreement to operate there and it was thought this expires in September.

They used to have a lease but when they refused to become trustees, the annual agreement to use that part of the hall resulted. Secretary to obtain copy of the agreement for renewal.

- 5 Heating the toilets is an ongoing issue as SC complains they are too cold in winter but heating them means heating the entire hall. Engineers will investigate, hopefully before mid-September, how to split the system to remedy this. However, it could well cost iro £1,000.

#### **Any Other Business**

- 1 PW wants to have several documents to hand for ease of access:
  - i) Current Agreement with SC
  - ii) Current Risk Assessment
  - iii) Covid Risk Assessment
  - iv) Buildings Insurance & Certificate of Insurance.
- 2 PS Contract: May need renewing. Original was 20 hours/month, now increased to 30 hours. PS enjoys the work a lot but does not want to exceed 30 hours.
- 3 JW asked when the kitchen could be re-opened. The toilets already are open so there is no reason why the kitchen cannot be used – when the rules are relaxing.
- 4 Committee Meetings are needed at 2 monthly intervals to keep up to date.  
JB: felt LSVH should start to organise its own fund-raising.

**Date of next Meeting** ~~Tuesday 14<sup>th</sup> September.~~ Re-arranged to **Tuesday 21<sup>st</sup> September**