

# LEONARD STANLEY VILLAGE HALL

MINUTES of Village Hall Management committee meeting held on Tuesday 9<sup>th</sup> January 2024 from 7.30pm.

Apologies: Trustee John Webb, Trustee/Treasurer Bobbie Ireland, Caretaker Kevin Turfrey

Present: Trustees: Richard Hubble Chairman, David Pearson, Phil Herbert, Jan Bogdiukiewicz; Julie Cull 5 Valleys Dog Training, Nadine Phillips Social Club Sec, Chris Connett LSPC Rep, Ali Hubble VH Supporter, Roy Wilkes, Dozulé Twinning, Pat Hearne & Chris Phillips Friendship Group, Penny Scott VH Manager + Secretary Jane Roberts

Minutes of the last Meeting (held on 21<sup>st</sup> November) were e-circulated previously twice & were accepted as a true record of that meeting. Prop DP, 2<sup>nd</sup> RH.

Matters arising

- 1 Free two-hour Defibrillator/First Aid basic training session yet to be arranged with Matt: Penny to fix a date with Matt & circulate.
- 2 Hall Pricing Review: outstanding. Penny to liaise with BI & RI to fix a date.
- 3 Kevin has checked and bled the radiators in Social Club.
- 4 Kevin was not able to fix the light outside Social Club as he needs access inside to find its switch when it is open. Jan will look into this with Nadine.

## ANNUAL SOCIAL CLUB OCCUPATIONAL LICENCE

Chairman reported that he and David have had initial discussions with Social Club about the renewal of their operating licence and these discussions are ongoing. He will report again when they have reached a conclusion.

## TREASURER'S REPORT

A full report + Profit & Loss Statement to date are appended to the Minute Book & made available to all trustees and at this mtg. RH referred briefly to the latest quarterly electricity bill (2175.52).

NEW ROOF FUND: He was pleased that the Christmas Fayre raised almost £600; the main earners were the tombola & refreshments and Jane's stall made £139. Turnout was good. The Welfare Trust has donated £150 – many thanks. He also wanted to acknowledge here the substantial contribution that Social Club made last year to the fund.

So, the Roof Fund continues to grow and stands at £15,800. Therefore close to being able to apply for some matched funding. Prices are going up for such works and we would also want to have the roof insulated at the same time if possible. It would also mean closing the hall for a period.

Nadine asked whether VH has considered the gift aid benefit. A good point. Any donors that are tax payers would need to fill in a simple declaration form which would allow the VH to claim 25% extra from the "taxman". Gift Aid envelopes could be made available.

RH/AH would work on this in due course.

Phil asked whether we have resolved the accounts audit. The person who last examined the accounts no longer wished to do so but we have found a qualified local person who is able to act as an Independent Examiner and the last set of accounts and ancillary supporting information has been made available to them. A charge of £100 was agreed.

TRUSTEE REPORT: David confirmed that the online Annual Return the Charity Commission requires was completed within the given time frame along with the additional necessary accompanying pdf formatted documents.

## MANAGER'S/BOOKINGS REPORT (full report appended to the Minute Book)

Kevin has filled in the big hole in the tarmac in the car park using the barriers to maintain safety. Sadly, the tarmac is breaking up which will be a huge expense eventually. That and the weather has delayed marking out any parking spaces as previously agreed; it seems pointless doing that at present. Agreed that we could repair around the building ourselves to help stop water getting in using small bags. Penny to ask Kevin to do this & David volunteered himself as helper.

GRIT BOX: Ali has researched it. £80 a 2cu ft locking one is not cheap & "pet friendly" grit @ £35 is very expensive. Julie had also spoken to vets about it; they (& met office) say that even salt does not completely dissolve compacted ice. Plain grit usually gives enough traction. Main areas of concern are immediately around our porch and the sloping kitchen/emergency exit. Agreed to use 2 lidded dustbins donated by NP. SC would use one for their entrance and VH the other sited around the side behind the slope. We would also need a scoop &/or shovel to pick up and spread it round when needed. Manager & Kevin to liaise with supply etc.

CLEANING ROOM: As it stores various items for various purposes (and one user has tripped twice) she will overhaul and improve this area so it can be kept clear of hazards and store the cleaning tools easily to hand. Action Penny/Kevin?

FIRST AID KIT: This also needs a revamp. Action Penny

An altercation in the back hall was resolved but we need to be prompt examining the CCTV footage if this type of thing is reported again. SC already has coverage of its premises and the back hall and has now supplied us with 2 cameras, one in the kitchen and one outside. NP & RH have remote access to footage which can be viewed back for 28 days. It was agreed that simple advisory signs are needed and this is in hand (one on Notice Board or window and one in kitchen)

TODDLERS SAFETY GATE: The suggestion to borrow Julie's gate will not work for them and VH is not willing for them to fit anything permanent in the porch (or inside) as access & egress is required for prams/wheelchairs etc without cluttering up the area. They will have to work out their own solution.

BIKE RACK: This idea is on hold for now as it is linked with the tarmac issue.

BOOKINGS: There are a few more childrens' birthday parties. We need a list of "emergency" contact numbers on the inside window so it can be seen from outside. It could go on the website and/or the Notice Board. Penny to deal with this.

DONATION BOX: This freebee is too big for us but Social Club can make good use of it.

## SOCIAL CLUB NEWS/MATTERS

Applied to SDC to change their alcohol licence so VH hirers can purchase alcohol from SC to bring into the hall. They hoped for a response today but it will probably be March before this can begin as they must still advertise in the press. SC Members & their guests can buy alcohol but our hall hirers would have to fill in a Membership form (which the SC can approve) when they book. At least one hirer must be a member. This would open the door to joint events.

Richard & David agreed that since Simon & Nadine & Alex have taken over there has been a step change in approachability – and everyone in the hall agreed that the toilets are now spotless (with 2 cleaning regimes in place, theirs & ours).

FUNDRAISING: We have wanted to establish a local events calendar (with SC/Ch/PG SaxG) to avoid loss of support. Jan as Ch contact is very useful as they are always busy. KSPG is helpful but they don't always know much in advance. NP said that SC is having a brainstorming mtg shortly on their plans.

The main lesson learned is pre publicity & plenty of it. The church is lucky in the sense that they already have a large band of supporters ready to attend any of its offerings, with most of them fully subscribed.

Quiz nights are always popular as is Bingo but our Night did not happen, probably not promoted well enough. Sale Trail was hard work all round but did not make enough c/w other events.

RESOLVED: Bingo Night 16<sup>th</sup> MARCH 2024. Poster easy to re-do. RH But we need attenders to book in so the hall is filled. Looking at 7 – 10pm. List of other jobs needed.

RESOLVED: Quiz 22<sup>nd</sup> JUNE. They're easy & RH likes doing them.

SEPTEMBER: DATE TBA. A Band Night as a joint SC/VH event would be good – with a family orientated afternoon preceding it. Face painting and Matt's Quoits could be attractions.

OTHER IDEAS FLOATED: a Silent Disco, an Xmas Disco, a 60s Disco, A Fancy Dress Disco.

SPONSORS: RH would produce a fact sheet offering potential sponsors a choice of ways they could benefit and also help provide funds for the VH roof. Using Penny's list if everyone could contact 2 potential sponsors using them we could easily net £1k this year.

DOG SHOW: in conjunction with Church/Five Valleys Dog Training on 27<sup>th</sup> JULY. Church arranging refreshments.

#### ANY OTHER BUSINESS

JC: Outside Light on corner by defibrillator always seems to be on. This will be investigated.

PH: LSPC had noted the request to share the garage by their pavilion but, despite the pavilion improvements, it is still too full for other bodies to use and, although they are currently negotiating a new lease they are unlikely to ask them to do share it.

CP: The seat by the porch donated by the WI used to be cared for by a volunteer who can no longer do so. Kevin would be asked to look after it as it is so useful.

BLUE PANELS: Suitable paint is still needed to match in.

CCTV CAMERAS: Jan asked who the Data Protection Officer is: Nadine Phillips. NP, Alex Farthing and RH all have remote access and data is kept for 28 days.

#### DATE OF NEXT MEETINGS

- 1 Fundraising Mtg at the hall to plan Bingo Night – Tuesday 30<sup>th</sup> January 7.30pm one hour.
- 2 Next Ctee Mtg Tuesday 26<sup>th</sup> March.