

LEONARD STANLEY VILLAGE HALL

MINUTES of Village Hall Management Committee meeting held on Tuesday 21st November 2023 from 7.30pm.

PRESENT: Trustees (6) Richard Hubble Chairman, Treasurer Bobbie Ireland David Pearson Contact Trustee, Phil Herbert, Trustee John Webb, Jan Bogdiukiewicz.

Also: Penny Scott Manager, Kevin Turfrey Caretaker, Chris Connett LSPC Rep, Nadine Phillips Secretary Social Club, Ali Hubble Supporter/Fundraising, Julie Cull 5 Valleys Dog Training, Matt Barrett Supporter/Fundraising + Jane Roberts Secretary.

RH began with the sad news about the deaths of two people with connections to LSVH: Former Chairman, John Hunt, who had done a great deal of work for the hall during his short tenure and Claire, daughter of Chris & Denys Phillips. Chris has been a long-time supporter of LSVH and John's wife Jan was also Secretary during his Chairmanship. He asked those present to stand for a short period of reflection. We all wish to pass on our sincere condolences to Jan, Chris & Denys & their families. Although RH had not met John, he understood that he had meant a lot to this Committee and that he had done much to improve the running of the hall. John & Jan had very much supported the Manager, especially during those difficult covid times.

APOLOGIES: Chris Phillips

MINUTES OF THE LAST MEETING (held on 19th September) had been circulated shortly afterwards and several amendments were then made. Recirculated with the Agenda & accepted as a true record. Proposed: PH, seconded DP, KT.

MATTERS ARISING: All being covered later this meeting.

OUR NEW WEBSITE was completed and is live. The general feeling is pretty positive. RH is very happy to receive feedback & suggestions for improvement, now or later. It represents the VH in a much more modern, relateable way than before.

There were two unfortunate incidents involving Social Club recently: some of their posters were accidentally removed. More seriously, the heating box was deliberately damaged which caused PS & KT a lot of work to investigate & put right. Both Chairmen have liaised on this in depth and the person responsible will pay for the damage. Trustees will receive a further confidential explanation later. The matter is now closed.

CCTV IN CORRIDOR Social Club has, as promised, installed CCTV in the corridor which covers the toilets and kitchen doors. Thanks to SC we will now have incontrovertible evidence in future of who goes where/when. Recently, an adult birthday party resulted in various, but relatively minor, nuisances. The hirer will not receive a full refund of their deposit.

PARKING BAYS RH has contacted a company to mark out PBs which will designate/allocate spaces to SC & VH users. This is in hand and the work will be done when weather allows.

BIKE RACK GRANT OPPORTUNITY PS's idea of a possible grant from SDC to install a bike rack for users is good & he plans to submit an application soon & hope it succeeds.

OCCUPATIONAL LICENCE The Social Club's suggested amendments to their current will be reviewed by the Trustees and then we can begin negotiations with the SC to finalise a new OL. A Trustees' meeting will be set at the end of this meeting. TUESDAY 12TH DECEMBER @ RH's home.

DEFIBRILLATOR TRAINING

Matt Barrett was welcomed, introduced by PS. He is qualified to offer defibrillator & life support training & is happy to offer a 2 hour session here free. As the unit was recently accessed (thankfully not required), it is a timely reminder that few people are confident about these matters. He usually trains 12-15 people & a show of hands indicated such interest. Recently Eastington people showed a HUGE interest. Date needed in January. ACTION PENNY?

TREASURER'S REPORT

Regular monthly income is being generated through bookings plus the £900 rent from SC. Outgoings are similar to usual. Monthly readings are taken from the fitted water meter. A burst water main claim refunded £1699.05 but we still owe £1731.65 as we stopped paying DDs during the dispute. We now pay monthly & have a separate pay plan to clear the outstanding amount. Coles Electrical costs were £829.20 (testing & advisories) & website is £42 monthly.

The new roof fund account is growing and some monthly bank interest is now received. Jane's recent plant sales netted £73.50, coffee mornings £80, £200 donation for signing up to the new website, £80 sale of air fryer, £30 N Grid re non-notification of a power cut.

Each month BI prepares an updated Profit & Loss report from 1st April to date, comparing it with the previous 2 years.

The New Roof Fund Balance as of 20.11.23: £15,043.47

Bank Balance as of 20.22.13: £23,663.72

RH was very pleased that our roof fundraising target had been £15K by year end - and we have done it! All is under control financially.

PH queried the gas meter situation. RH replied that it is still somewhat in limbo but is being kept under review.

The Treasurer has also recently needed to make regular responses to the Pensions Regulator.

SECRETARY'S REPORT

The Charity Commission Annual Return is still pending as the Contact Trustee DP & Treasurer will liaise and oversee this year's return together following changes in the CC's online requirements.

MANAGER'S REPORT

[PS was thanked for always inviting hall users in a friendly, engaging way to mtgs. They don't have to come (nice if they did though). Keeping them in touch is important – & useful both ways]. Caretaker Kevin checked & serviced the outside lights. Now the kitchen one works! The main gate can now be fixed securely in position. The gatepost has also been straightened – ish, once again. PS pleased about defibrillator training as it is on her ought to do list. It is regularly serviced and is a PC responsibility. Also, Matt's idea of donations for the training is a good one as any money raised could go towards the roof fund.

Claire, who runs Toddler Group, would like a safety gate for the front door, suggesting a concertina one to fold to the side. Julie uses a tall dog gate in the door recess for her sessions which she takes home each time. She could leave it here for them to try out as it fixes and removes very easily. That seems to be better than something that could catch in little fingers. John Webb, who helps there, said that it would be very like the one they use in the kitchen, but not so tall.

HALL PRICE REVIEW: Still pending but PS/BI/RH would meet soon and deal with it.

MANAGER'S HOLIDAYS: PS wants a better system of cover as recent issues took up her holiday leave. Cover all seems to fall on BI. BI can do most of it remotely, and is happy to, but sometimes people do need to pop in. Resolved: PS to give advance notice then DP et al can arrange to be around if needed at the hall.

BOOKINGS: Childrens' parties are still being booked despite the Bouncy Castle ban.

GRIT BOX: We do need one before any icy weather. Ali had sourced one and would order it. A supply of dog friendly grit would also be sourced as apparently the salty kind can be extremely harmful to dogs' feet. A broom and scoop would also be needed.

STORAGE: KT had used a ladder to do the lights but there is a scaffolding tower somewhere – Godsell's. It needs to be on site. A 20' storage container had been discussed way back but dismissed as it would take up too much space. A smaller one to fit on the dividing grass area? CC advised that it would be worth discussing this with the PC as it was in the process of drawing up a lease for the pavilion with the FC and they have a very large storage garage over there which could be shared. AS the PC owns that building it seems unlikely to refuse & it is not as if we are asking FC for any favours. **PH would liaise with the PC Chair as to sharing as Plan A.** If that fails, Plan B would be to site a container on that grass. PS asked CC to have the FC provide their own letterbox as their mail is posted in ours and she has to chase around to deliver it.

UNAUTHORISED PARKING Sometimes the gate has been opened for parking by persons unknown. Still occasional issues as noted by BI/PS/KT, but the Youth FC Marshalls seem to keep good control. More of an issue when the adults are playing. There was meant to have been a meeting of interested parties (RH/FC/PC etc) assisted by S Craddock following an appeal to the PC.

DP suggested that the emerging pavilion lease could have a clause added insisting on Marshalls on the gate for matches/practices. This should go back to the PC for formal discussion/approval. It is also important to keep vehicles from blocking the road as emergency vehicles need clear access.

JC commented that there are often times when FC users who are also SC Members who can then legitimately park in the SC spaces (assuming there is room).

SOCIAL CLUB

Most SC matters have already been covered explained Nadine Phillips. NP was pleased about the CCTV too. They've also donated a dishwasher for the kitchen. Belated thanks from VH. PS would put a notice on it to say that it must be switched off after the wash cycle.

There have been some thermostat issues in SC. Either like a sauna or arctic, no in between. Radiators probably need bleeding/overhauling. Kevin could look initially at this or it may need a professional call in. Let's liaise. SC Member C Brinkworth is a Heating Engineer. **ACTION KEVIN**

Agreed, designated parking spaces should sort out some issues but bad parking still happens & photos are available from Sat 18th Nov. The gate entry by SC was referred to as having potential for opening up again. Keys are available, but it seems it is not wide enough to serve as their own entrance.

It is understood that the PC arranges for the roadside hedge to be cut which leaves the inside to us to keep trimmed back. Kevin to liaise with DP to borrow some equipment.

FUNDRAISING UPDATE

RH thanked Jane and the other local fundraisers who keep funds coming in.

Bingo Night was cancelled due to lack of uptake. It was felt that insufficient advertising was done with too few planners to organise it.

CHRISTMAS FAYRE is looking very promising, with 7 external stalls booked, 10-11 tables full with seating for refreshments to fit in. 2 stall holders are on standby for vacant tables. We are looking for plenty of cake/pastry/sausage rolls etc offers as Matt endorsed that Tekkels biggest earner was their bake/refreshment stall. We'll be having mince pies, mulled wine, tea, cakes etc. Bottle Tombola, Roof Tile Raffle, Face Painting & our own stall which has already raised £40. We have to decorate the hall. 4.30pm 2nd December. Posters up please. Everyone to try and get the word out/around. Facebook it multiple times. Get the poster out there however! We'll be in from 9am to set up.

Matt suggested a Christmas card art competition at the school with a prize to be collected on the day for the best one. We'll try both schools (KS too busy).

Matt also has a Hoopla game kit which may be at the Christmas Fayre ??? Although it may be better using it at an outdoor event....???

FUNDRAISING NEXT YEAR

We need to co-ordinate our activities to avoid conflicts with the various other fundraisers around the parishes. (LS Church/SC/KSPG/Saxon Gate) Not to mention World Cup Rugby! We could have a planning session with them to work out their calendars so as not to dilute the impact. We are supposed to be collaborative and cooperative and if we do it right and spread out the events we can all have a good share of the pie. KSPG & LS Church already have a regular schedule of events. Ali and PS to discuss a way forward.

[FR Ideas for future consideration: Calendar. Burger Van. Skittles. 60s Disco]

SPONSORS PS has already spent some time visiting potential sponsors and has a list of those we might invite. If everyone here could contact one it could be very helpful. They could feature on our website/Fb pages and on any promotions we undertake, eg Sale Trail. Our sponsors' names could be on a board in the hall etc. 12 sponsors at £100 each would net a useful £1200. Rather than some of us randomly contacting potential sponsors with vague or differing ideas, it would be better to have a sheet setting out exactly what we wanted, giving them a choice as to what they would like. We could also put that on our website with a view to inviting other sponsors. RH would draft out a suitable information sheet.

A SUMMER FAYRE This will now have to be scheduled for 2025.

DOG SHOW Julie Cull is planning one for Summer 2024. LSPC would have to give permission to use the playing field.

The matter of damage to the Heating Box was reported above.

Jan B asked whether we need to be stricter about damage to the walls as the marks on the walls are getting more noticeable. Keep under review.

Jan asked to borrow the crockery for the church's upcoming murder mystery event.

DATE OF TRUSTEES' MEETING Tuesday 12th December. 7.30pm at RH's house.

DATE OF NEXT COMMITTEE MEETING Tuesday January 9th. It's also to be a fundraising co-ordinating meeting.