

Alburgh Village Hall Trustee meeting

Meeting Minutes – 08/06/2023 7.30pm



In Attendance: Jason Collins (JC) , Phyllis Wright (PW), Mark Thompson (MT) Jan Bird (JB), Tina Hair (TH)

1. Apologies for Absence

None

2. Matters arising.

Broadband- BT are to be updated with bank details

Non Flamable cabinet- to be sourced, all keeping an eye out for one.

Emergency first aid poster- Not needed, we have the signage required now.

Incident/accident book- We have one and it is to be put in the kitchen with the first aid kit.

Bin update- We have heard from the Parish Council they will be paying £120 per year JB to send invoice.

Key safe- Has been installed outside the building and up and running for use.

Oil meter gauge- Is now fitted and working properly.

Lone worker policy- Ammended and agreed at this meeting to adopt it.

Financial controls 2- Contingency fund figure agreed and this document was then agreed and adopted.

Financial controls 3- JB reported back insurance cover regarding cash in transit. This completes this document so this agreed and adopted.

Boiler resiting update- Thus far MT has been unable to get parts donated this is ongoing.

Caretaker Update- New caretaker has been appointed on a 3 month trial. MT will be meeting with them to go through role and has put together a requested check list. Access to the calendar will be given so they are able to see bookings. JB has ordered new stock for the caretaker. Correct colour buckets, cloths etc for different jobs.

Solar panel Quotes- 5 quotes sourced, we have a preferred contractor and will be in touch as soon as we have the funds.

Burgular Alarm- This is all due a service and we pay for the servicing within our yearly fees. They are coming July 17th to service and discuss possible options regarding upgrade.

5 year test and PAT testing-MT has sourced a quote for £120 for up to 10 circuits, with £10 extra per circuit and £50 for 20 items PAT tested. Any remedial work will be additional. This has been agreed and MT to book.

Bar Volunteer rota- We are starting to come up with gaps in the rota. We have agreed to call another bar volunteer meeting to ask for input to discuss a way forward.

Treasurers Report- Provided by JB Document in minutes folder.

We have sufficient reserve to be put in the COIF account. Available funds £6,672.85. All account figures looking very good. Available funds does not include our contingency fund of £11,000 and 5 floats JB keeps ready for any events.

British gas- JB has spoken to a broker who has brokered a better deal for our electric and has also discovered British Gas have been charging us business rates but as a charity this should not be the case. The broker is applying to have this rectified and backdated and credited to our account. Update to follow when she knows more. Debit card for the bank account will be sorted once the bank have sorted the mandate.

Insurance renewal- JB has made a saving of £82 per year on the insurance by checking amounts to be insured and due to the rebuilding cost.

Action Log update – MT reported all the below completed.

Install fire exit and call point instruction signs

Install muster point sign

Install replacement fire extinguishers

Fix cold water taps in ladies toilets

Fix cistern in gents toilets

Key safe installed outside

Fire safety policy- This has been sent round everyone and it was agreed for MT to be fire coordinator. This will be added and the fire safety policy was agreed and adopted. MT informed of the 20 points noted on the fire risk assessment 10 have been completed, 5 are nearly complete and only 5 left to be sorted. This is great news.

Adult Bar Night- 9 people attended with £100 taken behind the bar. It was agreed they would continue for a further 3 months and then reassess. JB to ask if they want to keep the name or be rebranded as over 18 social night.

PW pointed out It has been requested if we would reinstate a dart board, costing to be worked out and better position than previously was discussed.

Nominations for AGM, closing date has now passed and there have only been 4 applications for nomination. Those being myself, JB, JC and PW. MT does not need to apply as he will be on the committee as Parish Council rep.

Correspondence- covered within the meeting

AOB

JB asked if it was possible to do something over the school summer holiday for parents and children at the village school to remain in contact and get together. MT to put a message on the FADS facebook page to gauge interest and what they would like.

Country nights- We will no longer be offering the nicer home cooked meals as it is preferred to have toasted sandwiches and chips. It was decided the home cooked meals will be better served at other events.

Freezers- We currently have a chest freezer and a fridge with small freezer in the stock cupboard behind the bar. It has been agreed to look to replace both with an upright larger freezer and utilise the space in the cupboard with more shelving for the bar stock. We could then sell the 2 we have on facebook as still work fine, just not ideally suited for the job we need them for.

Dishwasher- It was agreed as it has never worked and is in the way, to sell it and use the funds to buy the new freezer.

Rounders evening- We have been approached by Andrea Pointer as she would like to run a rounders evening on a bar night, it was agreed we are happy for this to be tried.

MT requested access to the drivers to clean up and add new documents and remove outdated information.

Village Notice Board- The coronation committee have agreed the remaining funds left over from the fund raising for the Coronation will be used to go towards providing a joint notice board for the village hall and parish council to replace some of the old tatty boards currently in place in the car park. Prices have been sought and the coronation committee raised £448 which was left over after the celebrations. The new notice board will cost £1269.00 so Parish council to pay for half of the remaining £820 and village hall to pay other half. Wording on the sign needs looking at as it currently states funded by the coronation committee, however PC and VH want their contribution recognised also. This was agreed.

Stage- renovations coming along nicely and MT has asked if we are happy for him to paint some of the back wall of the stage white, to be used as a projection screen for when the stage is in use also. The actual screen goes down in front of the stage and if for example the school use the hall for productions, they may want the screen as well as people on stage. This was agreed.

School display boards- It has been requested whether they can install some display boards in the hall to display some of the great work the children do, so the public can see it. This was agreed and suggested they provide cork boards.

A-frame sign- It was discussed and agreed we could do with an A-frame sign we can put out on verge to advertise events at the hall, JB will ask if we can have FCS old sign that is sat near the grain Brewery as FCS has closed .

Chair thanked all for attending

Next meeting is the AGM on Thursday 22nd June at 7.30pm

Meeting closed at 9.47pm