



Alburgh Village Hall Trustee Meeting

Meeting Minutes – 23rd February 2023

In Attendance: Jason (JC) , Tina (TH), Mark (MT) , Teri (TL) , Jan (JB), Phyllis (PW) plus 5 members of the Community

1. Apologies for Absence

Jen (JD).

2. Minutes of Previous Meeting

Agreed as correct and signed.

3. Matters arising

Stage Reno – The ceiling of stage is nearly complete.

MT confirmed as yet no luck in finding the 1962 constitution in parish council paperwork.

JB has sent RW copies of the updated hire agreements via email – she said she would share with the rest of the Tuesday Group

Insurance update for whilst roof work is carried out: Risk assessment is in place from contractor, and it is confirmed they will not be working on the roof whilst the hall is in use. No joists will be visible from inside and contractor also has own public liability in place, plus all ladders will be removed overnight. So all ok with our hall insurance. Alarm will be disabled whilst roofers are on site.

4. Action log

- A. BT broadband now awaiting date for set up.
- B. Meeting with Tony still to take place re fire doors.
- C. Looking at a plug-in radiator to have in the kitchen to provide heat as currently there is nothing and the kitchen is extremely cold.
- D. TL and MT to meet tomorrow to work on the constitution.
- E. Legionella report now in safety docs.
- F. License for playing DVDs etc arrived and paid for, still questions on general TV license but JC to sort this.

5. Financial report/Internal financial controls from charity commission

JB provided us an overview up to date as of yesterday's balances. Copy in minutes folder. More outgoings than incomings this month, however this is due to curtains, licenses and some yearly expenses having been paid for. Report was handed round and a member of the public on seeing report asked what youth zone was. This was explained.

6. Hire charges; discounts (regular users)

TL ran through what has already been agreed, then suggested

Bar usage £10 – bar up to 3 hours, £40 – 3 to 5 hours, £80 – 5 to 12 hours.

OR - £10 per hour

OR - £10 one off with higher drink charges.

It was agreed from April any new bookings, £10 per hour for bar.

Also discussed: Regular user discount – For users booking 12 or more events a year 10% discount.

Not for profit and Charity organisations – 25% off flat rate only. These to be confirmed.

7. Friends of Alburgh Village Hall

To be discussed next meeting.

8. Village hall celebrations

To be discussed next meeting.

9. Coronation Arrangements

Meeting was had to discuss upcoming celebrations. Very positive meeting.

The Saturday will be a screening of the coronation with tea and coffee and light snacks.

Sunday – Picnic on the field with entertainment, possible food vendors. Possible that FADs make take part as well as village hall, Parish council and church.

Monday – Volunteering day: A list has been started of suggestions.

This is all pending funding/budget.

Possibly do fundraising with a coffee morning.

MT to look into grants via parish council

Also a go fund me page suggested.

10. Internal financial controls

2.1 Process to be put in place: Terri to be second checker.

2.2 We currently have no budget as we aren't in a position to until a full year is complete. One will start to be drafted and completed once the year is complete. JB to start this.

2.3 Internal audit to be completed on spot check basis by TL

2.4 All fine

2.5 Not got a legal reserves policy in place, JC to speak to CAN for advice.

JC looking to find an external auditor

2.6 & 2.7 Managing risk of financial crime and abuse – Assistance to be gained from charity commission.

JB has already downloaded a copy of information security policy and is looking at this.

11. Correspondence – Fire brigade

Visit from fire officer Monday as a complaint had been made about the teen space. Fire officer gave very positive suggestions and he is pleased to see we have shown adequate safety.

The main risk he feels is the boiler, we can either box it in with fire retardant materials or look to relocate it. Talks have already started with a plumber to see where it can be moved to and how much this will cost. Teen space to be relocated to committee room when in use until boiler issue rectified.

Fire officer is comfortable we will action and will not be coming back however we have said we will send copy of minutes to show we are actioning his advice.

12. Bar Volunteers Update

Meeting of most of the bar volunteers took place last Thursday. We discussed bar stock and how we purchase it. Wholesalers were discussed; however it was noted supplies can be purchased cheaper if shopped around for. We will compare and consider.

Responsibilities of bar volunteers discussed as well as challenging the underage.

All responsibilities will be documented and available to view behind the bar.

Going to look into getting a debit card for purchasing stock.

Amendment going to be put on hire agreement to understand how many people will be attending private functions etc.

13. Caretaker Roles and responsibilities

The new roles and responsibilities has been relayed to W & M, this had been accepted subject to few tweaks. It was agreed the committee will support with things like grit spreading on carpark. They had no awareness of COSHH. Once amendments are made we will move to get the agreement signed and put in practice.

14. Safety update

Slips trips and hazards log to be created

Fire muster point agreed to be far side of carpark near tennis courts and allotments, JB has ordered sign. plus replacement and addition of new internal signs.

TL to look and see if she has fire extinguishers and fire blanket.

We need 2 x 6ltr AFFF and 2 x 2KG Co2, plus fire blanket for the kitchen.

JB has asked for quotes for resurfacing carpark and we are awaiting the platinum grant as this may cover the cost if successful.

Light in chair store : we have it, just needs fitting. MT volunteered to deal

List of maintenance checks to be drawn up adding checks on ladders, chairs and chair trolley.

15. AOB

External light has been sorted, now labelled so shouldn't be switched off by mistake.

Consider possible sensor for external lights and discussed possibility of path from bar fire exit to carpark.

Bins, seem to be not big enough. Currently looking into getting larger industrial bins. Pricing and providers being considered. South Norfolk already been approached. Quotes will be gained from BIFFA to compare.

Donation to youth room: JD has been given a donation for the youth room for tech and games. It was agreed we would look to get controllers for the PS3 already donated and buy some Wii and PS3 games, plus we would ask if we could also use this donation for buying rechargeable batteries and chargers.

A visitors book, or google reviews or calling customers after hiring takes place to gain feedback was discussed. TH to look at getting a visitors book and we will look at all options.

Themed bar nights discussed themed on food provided. Will question users to see if a good idea.

Member of public suggested is it possible to make booking calendar clearer of what is booked. We are restricted as it is a google add on, but we will look to make it clearer.

Member of public also asked about whether booking form has moved on any. This has already been updated at a previous meeting that new version is in place but ongoing amendments may be required.

Meeting closed at 9.15pm

Date of next meeting; Thursday 9th March 2023 at 7.30pm

TH will be absent and TL has offered to do minutes.