



Alburgh Village Hall

Meeting Minutes – 11th May 2023

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

- 1. Apologies for Absence – No apologies**
- 2. Minutes of Previous Meeting –** agreed and signed as accurate
- 3. Matters arising**

Broadband – is now fully installed and we had been quoted £23.95 per month, however they have actually installed a service which is £32.95 per month. This is BT error, so they have credited our BT account the difference between these for 2 years and due to the issues we had getting it installed they have also credited the account further due to their errors and delays. Therefore, our BT account is in credit to the sum of approximately £500.

JC informed us for future information, he has been in touch with a member of Burston village and they have had fibre broadband fitted by country broadband in their village and they are over the moon with how good it is and so if enough people in our village sign up for it, this could be a future move for the hall too.

Loan worker policy - all ready and we all just need to read and approve it so it can be adopted next meeting.

Fire doors – Graham is going to be doing the fire doors for us and this is ongoing as there have been some questions he has needed answering so these have been answered but this is an ongoing project.

Financial Control No 2 – Reserve Policy – Reminder to all JC is awaiting our responses for this control to be completed. JC will resend the email round and asks for us to all respond prior to next meeting so this can be progressed.

Financial control No 3 – Cash in transit – JB has confirmed we are insured for cash in transit to £1000, so this is the final section needed on control 3 so it is now complete.

Boiler – MT still trying to source donation of parts to reduce the cost of moving the boiler, Ongoing.

Caretaker – Will has resigned from the position as he didn't feel he could continue with the new contract the trustees have created as a job role.

A job advert will be circulated for this role, giving a closing date of 14 days after advert goes out, in the meantime the trustees will manage between us to keep the hall clean and tidy, until the position is filled. TH to do a response email to Will and Mary, thanking them for their time and effort throughout their time as caretakers and wishing them well in the future.

Fire Blanket – This is now purchased and fitted in the kitchen.

Resurfacing of carpark – We have received a quote which is far higher than we would be prepared to pay at £17040, JB will source more quotes. Ongoing

Flammable cabinet – JD to explore if a cabinet she has at work is suitable and sufficient size.
Ongoing

Solar Panels – We have had 2 quotes so far, one of which was for more capacity than we need and was also £18000. A second quote has been circulated round the trustees for £9500 and another company are booked to come Tuesday 10am. TH to meet them and ask for a quote like for like of what we have already received to see if they can better the price. JC will see if he can get another company to attend Tuesday as well so we can attain 2 more quotes. Ongoing

- 4. Financial Report – JB** - Printed copy provided to trustees and added to file. It was discussed and comment was made we still need a robust system to separate food income for financial purposes. It was agreed we will write down each order and provide slips for food orders to JB to be able to confidently know what income is for food and what is for bar. We were informed of funds in each account and also that there are still receipts outstanding for things to be paid. We have agreed we would like an internal auditor before our books go to be properly audited and Vicky Wood from Ellingham has agreed to do this at no cost. JC has then sourced an auditor to complete the audit for reporting purposes.

5. Action Log Update –

MT will source an emergency first aid poster.

Village hall lease update – MT informed that trustee addresses etc has now been passed to the solicitors. Ongoing

Constitution – The only bit we are going to amend at present is, we will be adding an update to state anyone wanting to be considered for the vote will need to submit an application prior to the AGM. Exact wording will be provided at the AGM and voted on at that point.

Fire exits and call points – Fire exit signs are now in place. MT to source call point signs. We have a fire assembly point sign and MT to put it in place. We have had fire extinguishers donated, but they need servicing. JC to arrange this being done. Ongoing.

Inspection Log – This has been created by MT and until we have a new caretaker MT will action the inspection checks.

JC has sourced a visitors book, behind the bar.

New pricing structure – now agreed and it will be visible on the website MT to action, and within the hire agreement, JB to action. JC will be taking over the bookings and invoicing.

TH has emailed the Parish Council to update them, that we have new larger bins to provide capacity for their rubbish from the playing field and millennium garden, and to provide costings and ask for a contribution either monthly or annually towards the cost. Awaiting response once the PC have met. Ongoing

- 6. Safety Update** – We have had it confirmed we are paying for our annual service within our monthly fees for the burglar alarm. JC to arrange an appointment to meet them at the hall to discuss if this is the best system for us now and also to service if we are keeping this system.

Sign needed for notice boards with an emergency point of contact phone number on. JB to action. Ongoing

- 7. Key Access** - We will get in place an outside key box for hirers and JD is going to get the key from the toddler group to use as her key. We will look to change the lock and get new keys for when the new Caretaker starts. Price of key safe agreed and JC has ordered it.

- 8. Pat Testing** – This is overdue, however there is very little old electrical equipment being used in the hall as we have removed or purchased a lot of new equipment. We also still need our 5

year electrical test carried out. Now we have completed nearly all the electrical work we are nearly ready to get these carried out. MT to speak to an electrician for a price to carry this out.

- 9. Correspondence** – JB has received a letter from the insurance company as insurance is coming up for renewal, they are quoting £901.29 for renewal and also asking if we would like a rebuilding cost appraisal carried out. JC to speak to Joanna Loveday who is a chartered surveyor, to ask her opinion if the rebuilding cost is about right? Ongoing
Resignation of trustee- We have all received an email from Terri Legon, resigning as a trustee, we are all sorry to see her go as she has been an asset to the team, but she will continue to support or bar nights etc. TH to do an email from us all thanking her for her time as a trustee. Ongoing
- 10. AOB** – JB brought forward a source of grant for national lottery which could help with a number of jobs for example resurfacing the carpark new chairs etc. It was clarified this is the grant we applied for last August which gave us the funds to help sort the roof out. We will start the application work in preparation for 25th August when we can apply again as a year will have gone by.

PW was concerned about access to and from the kitchen whilst we wait for the boiler to be re-sited, as last country music night the only access was all the way round the back of the stage. We will ensure the door beside the stage closest to the kitchen is open to allow access to and from the kitchen, which will make things easier.

MT showed us the job list which currently has approximately 200 hours of work still to do.

AGM – We need to get the notification out for the AGM and the nomination form, we will see if we can produce enough and get volunteers to deliver through letterboxes. JC will amend the currently produced notice. Ongoing

JB will be contacting regular hirers to ask if they wish to have a member of their group on the committee.

Feoffees update – Email has been created and will be sent now TH has a personal email address for Nicola Dernie

JB will recirculate the bar rota, as there are still some gaps for volunteers.

MT is currently fitting oil meter reading gauge.

Next meeting Thursday 8th June 2023 at 7:30pm

The chairman thanked all attending and closed the meeting at 9:34pm.