

## Alburgh Village Hall Trustee Meeting

Meeting Minutes – 13<sup>th</sup> April 2023



**In Attendance: Jason Collins (JC) , Phyllis Wright (PW), Mark Thompson (MT) arrived a little late , Jen Daulby (JD) Jan Bird (JB), Tina Hair (TH) plus 1 members of the Community**

### 1. Apologies for Absence

Teri Legon (TL)

### 2. Minutes of Previous Meeting

Date of next meeting amended on official minutes and all agreed and signed.

### 3. Matters arising

- Broadband – to be installed next Tuesday
- Fire Doors – No luck to source someone to do this locally so quotes now being sought.
- Constitution – JC reported back following communication with CAN about the nomination process for the AGM, to be finalised at the meeting 11<sup>th</sup> May. JC will speak to charity commission to get clarity on this.

Financial Control No2 –

Reserve policy: this was gone through and amendments discussed, final draft to be brought to the next meeting to be agreed.

- Boiler update: The boiler we have cannot go outside, so it was agreed to re-site it back in the caretaker cupboard where it was originally. Discussed quotes and unanimously was agreed at £600 labour plus parts for the flu, MT to explore if materials can be donated from alternative source and work with their time and the Village Hall's.
- Caretaker Update- the contract has not been signed as caretaker is not happy to carry out all roles. A few amendments made and it was agreed we would ask for this to be signed before the next meeting.
- Fire Blanket – JB - to carry over
- Resurfacing of carpark – JB - to carry over
- Flammable cabinet- for paint storage etc. To carry over for TL
- Roofing update – Email sent to roofer pointing out errors and asking for a reply in writing. Awaiting response.

**4. Treasurers Report** - Report submitted and discussed, and during this discussion solar panels were discussed, to be investigated. JC to report at next meeting

Internal financial controls on income

This was discussed and updates agreed. JB will also check insurance regarding carrying money to and from the Village Hall/her home.

## **5. Action Log**

Extra light now above stage, lease is now progressing, MT to continue to liaise with solicitors. JB to look into getting a debit card for bar purchases, JC to source a visitors' book, JC will circulate the final agreement re our pricing structure, new bins have arrived, JB will add bin usage to hire agreement.

## **6. Health & Safety updates**

first aid and fire exit signage is now displayed. Loan worker policy will be emailed round for agreement and once all agreed will be adopted.

## **7. Community Cafe**

This ran for 19 weeks from November to March; we had 31 different adults attend and 1 child over that time. Even though it potentially didn't capture those in need it was more of a success socially and agreed if the opportunity arises to do it again, we would. All the grant was used up and the trustees would like to thank all who helped/volunteered, to make this a worthwhile event for the community.

## **8. EPOS System for Bar**

For future discussion, revisit in 6 months time.

## **9. Key access**

It has been decided we will look into having an external key safe for hirers to have access to a key. JC to investigate prices.

## **10. Correspondence**

None received.

## **11. AOB**

Dogs attending events, this was discussed and agreed service dogs only will be allowed in the hall.

Going to try out JC's airfryer to possibly look to stop using fat fryer for chips etc.

Curtains for stage discussed and agreed to go ahead and order. MT to action.

Bins – letter to go to the PC regarding the cost of the bins and requesting a contribution per annum for the PC being allowed to use the bins when tidying and maintaining the playing field. TH to action.

It had been agreed that as the dishwasher in the kitchen has never worked and no warranties are in place etc, MT to investigate.

Feoffee's letter to make contact and ask for previous request to be amended to aid the purchase of lighting for the revamped stage. TH to contact Nicola Dernie.

Craft fair: This was a resounding success, and the trustees would like to thank all involved for their help with this event. A thank you has also been posted on facebook.

Improving the acoustics of the hall or movie night etc. MT to look into this and possibly try to improve with curtains of fabric initially.

The Chairman thanked everyone for attending and confirmed the next meeting is **Thursday 11th May 2023 at 7.30pm**

Meeting closed at 10:15pm