



Alburgh Village Hall Trustee Meeting

Meeting Minutes – 9th February 2023

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

1. Apologies for Absence

Phyllis (PW).

2. Minutes of Previous Meeting

Agreed as correct and signed.

3. Matters arising

Stage Reno – This is ongoing and nearing completion, ceiling of stage is nearly completely raised, tracks are here for new curtains at the sides of the stage, we have an electrician lined up to do the required cut off switch for the stage electrics, just awaiting a start date.

4. Action Log

- A. JC to send round document from the charity commission.
- B. JD to send round copy of pricing packages.
- C. MT to try and find out if the PC knows anything about the lease
- D. TH to get questions posed by Chris answered.

5. Financial report/Internal financial controls from charity commission

JB provided us an overview of the January balances. It was explained it is just a snapshot and more clarity can be seen when looking at the bigger picture. It was also explained there is a small amount of cash kept, to ensure floats can be provided and caretaker prefers to be paid cash.

JC explained the financial figures from the April “21 to March”22 have now been reported to the charity commission and due to the hall having made a loss last year, we have been given guidance for improvement and we will need to look at the questions etc this document poses. JC to send a copy round to all committee for us to start looking.

6. Hire charges; discounts (regular users) Pricing packages have been put together by JD and briefly discussed. Copy of proposal attached with minutes. Will be sent round Trustees for a closer look to be discussed further next meeting.

Bar prices not voted on as yet as we will see if we are going with the packages or whether we will raise bar prices.

7. Friends of Alburgh Village Hall

It has been proposed we have a friend's of Alburgh village hall group (name to be confirmed) that is open to non-residents of the village to join. They can pay a yearly subscription which gives them the opportunity to hire the hall for a discounted price. To be discussed further!

8. Centenary Arrangements

Should have read Coronation Arrangements. There is a meeting set for 21st February for anyone in the village who wants to come along and help shape what that weekend of events will look like. Update will follow after that meeting.

9. Saturday Bar night

First adult bar night set for Saturday 4th March. JD will report back following event.

10. Zumba and Mature movers

First taster session to be on 23rd February and if successful hall will be booked in 6 week slots moving forward.

11. AOB

Questions from the public about our insurance cover for while the works are going on with the roof. We are already looking into this once we get the final paperwork from the contractor with his risk assessment etc.

Discussion was had around types of events we could have, informed we already have arts and craft events booked. We discussed a jumble sale and this was thought a positive event to have.

The church isn't doing a yard sale this year, so we may decide to do one. To be discussed further. We can link in with Church and FADs as Church often do yard sale and FADs often do jumble sale. JD will email a list of events she has thought of round for discussion.

License for watching TV and streaming done and on its way.

Lighting outside to be investigated after the meeting when all cars have left the carpark.

Member of the public asked about an email she had sent to MT about an advert going in the village magazine about who does what in the village. MT confirmed he had replied to said email but he will resend.

It was fed back to another member of the community; we have been unable to trace a copy of the constitution. This may need to be a question for the parish council. MT to take the action to try and find out.

Member of the public" asked for an explanation of the £9,000 loss during the period April 21 – March 22. JAC referred back to previous committee which had responsibility for this period.

Member of the public also asked if answers to his question he posed at the Parish council meeting had got answers for him yet. Most had been answered however there was one especially he hadn't had answers to. TH to get these questions and ensure JC and MT are aware and ensure answers get sent to member if the public.

Meeting closed at 8:30pm

Date of next meeting; Thursday 23rd February 2023 at 7.30pm