



## **Alburgh Village Hall Trustee Meeting**

### **Meeting Minutes – 9th March 2023**

**In Attendance: Jason (JC) , Phyllis (PW), Mark (MT) , Teri (TL) , Jen (JD) Jan (JB) plus 4 members of the Community**

#### **1. Apologies for Absence**

Tina Hair (TH)

#### **2. Minutes of Previous Meeting**

Agreed as correct and signed.

#### **3. Matters arising**

- A) BT - still waiting for a response
- B) Fire Doors - awaiting visit from Tony to fit fire doors. JC suggested Graham who may be able to help
- C) Constitution - TL & MT ½ way through first draft. No key areas to discuss at present until draft is complete. Will aim to have first draft completed by next meeting.
- D) Financial Control No2 - discussed areas of concern raised from last meeting. emailed CAN who gave good advice. TL will be internal auditor and have access to view accounts. (Attached doc from JC). Vicky Wood was agreed to be external auditor and going forward this will be agreed at AGM. A meeting is to be arranged between JB, JC, TL & VW. JC will give JB policy for Reserved Funds & meet ahead of next meeting to discuss. Once section 2 of the financial control document is completed, we will move on to next section.
- E) Discounts - agreed that 'Regular User' will be an individual or group which makes 12 or more bookings in a calendar year. Both 'regular users' and registered charities will receive a 10% discount on flat rate fee.
- F) Hire Agreement - member of public asked if they can use the 'Regular User' hire form A= yes, as long as multiple bookings are made on the form, however discount will not apply unless 12 or more bookings are made. Member of the public queried some wording within the hire document 1) parking on highway A= reasonable request to attendees to park with consideration to road safety. 2) insurance A= clarified that AVH insurance covers their usage. 3) fly posting A= explained meaning of fly posting.
- G) Boiler - Luke Stockwell is able to move boiler outside if hardstanding is provided and electrical work is carried out separately. Cost is estimated at £800. This is more expensive than anticipated. Agreed to obtain more quotes. JC to speak to Vaughn Shay.
- H) Coronation arrangements - no updates until after meeting next week.
- I) Caretaker update - copy of agreement given to Will, this should be agreed shortly.
- J) Fire extinguishers - TL provided required extinguishers free of charge. Current hooks should work for wall mounting. JB to source fire blanket.

- K) Resurface Car Park - awaiting contractor to provide a quote for resurfacing. Plan to have painted mobility bays.
- L) Bins - JB spoke with Biffa and the quote came in more expensive than SNC. Agreed to 1100ltr recycling and waste bins, emptied at same frequency as village domestic bins. Cost of £67.91pm. Agreed that once in place, hirers will be allowed to place their waste in the bins - hire agreement and caretaker agreement to be updated.
- M) Adult Bar Night - first night went ok. Bar took £145 gross. Agreed to book a second night on 1st April. If revenue does not improve will look to add events such as bingo, race night, quiz etc. to draw a bigger crowd.

#### **4. Treasurers Report**

JB presented report (attached). Looking closer at building a proposed budget for 23/24. Suggest breaking up income food, bar, grants etc. MR suggested a POS system for the bar - agreed to look in to coatings of a system. JC will obtain a quote from EPOS now. System will be able to connect to Wi-Fi when installed.

#### **5. Action Log**

Display of banners - will speak to Graham about installing posts.

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

Lone working policy has been shared with MT. Will check and make any changes before sharing for agreement.

Fire alarm system will be serviced when contractor TAS visits.

Metal/fire proof cabinet required for flammable chemicals such as paint. Cabinet with shelves would be preferred. TL will check if a metal filing cabinet can be sourced as a last resort.

SNC have furniture available. MT & JB will visit to see if anything can be of use.

#### **7. Auction of Promises**

Agreed to hold an Auction of Promises to raise money for Turkey/Ukraine. Suggested that auction takes place on Friday 31st March or 28th April.

#### **8. Correspondence**

None to note

#### **9. AOB**

- Member of public asked if any entertainment is booked - suggested contacting arts council for a list of acts. Details of upcoming events given, including breakfast club, community cafe, country music acts and coronation events.
- Warm spaces community cafe funding is coming to an end. JB has asked if funding will continue & what is to happen with excess funds, does it need returning?

- MT created form for application to stand for AVH committee. This will be distributed to all village residents. AGM date confirmed 22nd June.
- Urn in bar for tea & coffee - JC will lend some for use at next private event and will source some to purchase for future use. Having urns behind the bar will be tested at next private event at a cost of £1 per mug.
- Agreed to purchase remote oil gauge, cost approx £80.
- Trustees agreed that meetings were no longer required fortnightly. Meetings going forward will be held monthly.
- Member of the public raised concerns that trustees are spending money when not much money is coming in. They feel that events should be booked in and money raised before purchases are made. They felt that the trustees need to make more effort to build engagement with village community. JB asked for suggestions of events they would like to see - musical events such as SNC orchestra or over 60's night which was successful last year. JB confirmed that a letter has been sent to Feoffies to request funding for over 60's event - this is usually organised by the WI not the AVH. Also Paul Sherman has booked 9 events throughout the year for country music acts.

Meeting closed at 8:50pm

**Date of next meeting; Thursday 6th April 2023 at 7.30pm**