

MINUTES

Attendance: Peter Lowe, Judith Lowe, Tony Bruce, Emily Collard, Anne-Marie Mulley, Karen Morley, Malcolm Morley

Apologies: Doug Allan, Andrew Eckersley, Clare Feasby, Sarah Halshaw, Nicola Wood

1. Minutes and matters arising from meeting on 29 July 2021 (and items on hold from earlier meetings)

- Purchase of Quiz Challenge trophy – DA got in hand
- Damp patch on hall ceiling – AE actioning
- Fire Risk Assessment checks – Fire Alarms and involvement of Fire & Rescue (AE)
- Ground maintenance contract – awarded to Josh Barningham
- Offer to purchase hall – no further interest.

2. Village Hall – Ongoing pandemic and safe use the hall

- All procedures being followed. Doors open, signs followed, sanitiser being used etc.

3. Booking Secretary's Report

- Current hires/users – lost the playgroup and one yoga session, but cubs and scouts coming back next month.
- Future bookings – children's parties increasing. Still need more bookings and sessions are available.
 - 13th Nov Christmas Fayre
 - New Year's Eve private party

4. Treasurer's Report

- Financial Update
 - Annual Accounts for the Year Ended 31st March 2021. At its meeting on 29th July the Committee approved the "examined" accounts for the year ended 31st March 2021.
 - The Committee is asked to:
Note that the Treasurer has now made the necessary returns to the Charity Commissioners in respect of 2020/21 and the current Committee Membership. Summary information will be publicly available on the Charity Commission website – **noted**
 - Current Financial Position
At the time of writing the Committee has a bank balance of £27,289.91 In Hand. There are no major amounts owing from the Committee. There is £300 due to us as reimbursement of costs for floor repairs following the painting. There are no funds "earmarked" for specific purposes.
The Committee has previously agreed to maintain a normal operational reserve of £10,000 to deal with unexpected events and costs. In the light of Covid the Committee has also agreed that keeping a slightly larger operational reserve would be advisable, particularly in the context of the scheme agreed to waive letting fees for regular users until 31 December 2021; the approved budgeted operating loss of not less than £2700 for the year; and the potential risk of further Covid waves.
 - The Committee is asked to:
Note the Financial Position – **noted**
- Financial support for regular and new users – report on bookings activity/free use.
 - Approval of Free Use for Regular Users.
 - To date the following regular users have approached the Committee and have been approved by the Treasurer for "free use" until 31st December 2021 in accordance with the scheme approved at the 12th May meeting:
 - Pams Pilates (existing regular user)
 - Yvonne Lovatt – My Time Yoga (existing regular user)

- Mariola James Fitness – (new regular user)
- Rebecca Thompson – Rebecca Jayne Art (new regular user)
- Karen Morley & Linda Carver – Soup and Sweet Lunches (existing regular user)
- Judith Lowe – Boccia (existing regular user)
- John Phillips – Attic Auction (existing regular user – annual event)
- Barry Walmsley – Yoga (existing regular user)
- Mel Arkley – Carpet Bowls (existing regular user)
- The Committee is asked to:
 - Endorse the approvals given by the Treasurer on behalf of the Committee – **endorsed**
 - Note the take up of the scheme and regular user activity in the Hall – **noted**
- Gas Contract Renewal
 - On the advice of “Energy Observe” our long-standing energy advisor the Treasurer has renewed the contract for Gas supply and taken out a 3-year contract. The details of the new deal are:
 - 3 year contract fixed prices to 6/1/25
 - 23p/day Standing Charge
 - 5.85p/KwH
 - The Committee is asked to:
 - Endorse the action taken by the Treasurer – **endorsed**
- Update of Finance Policy
 - As a matter of good practice, it is necessary to review and revise policies periodically to reflect changing circumstances. At Doug’s request I have reviewed the Finance Policy dated June 2019 and have suggested a number of revisions.
 - The new proposed policy is attached.
 - The Committee is asked to:
 - Consider the proposed revised Finance Policy (September 2021) and either Approve, Reject or amend and Approve as the Committee sees appropriate – **approved as is.**
- Positive Energy have written to say they have increased our bill from 15.64p/KwH to 18.16p/KwH. The standing charge remains unchanged at 28.93p per day – unless advised otherwise by Energy Observe TB is inclined to accept this.

5. Governance/Insurance/Business/ Maintenance/H&S Checklist

- Regular Checklist – review of actions – confirm with **AE** that completed
- Trustees and Committee Members

6. Items for Information//Decision/Future Consideration

a) Immediate projects

- Replacement of rear door – new lock required rather than whole door – **PL** sorting
- Cleaning of Curtains – completed
- Asda Foundation – grant application – **CF** looking into and need feedback
- Bags2school textile fundraiser – 7 October
- Christmas tree – courtesy of Farm Shop/Post Office – **JL** to write our thanks

b) Longer-term projects

- Water heater in kitchen – not working to full capacity and intermittent – **PL** to get fixed and investigate a modern replacement.
- Relaying/repair of patio area adjacent to emergency exit – revisit Spring 2022
- Construction of external canopy - ongoing
- Investigation into Online Booking Service – **NW/TB** looking into

7. AOB

8. Date of next meeting – 7.30pm, 23rd November