



Minutes of Trustees Meeting

Date: 04.09.2023

	Attendees: Janet Legge (Chairman) [JL], Susan Drew (Treasurer) [SD], Emily Barrett (Secretary) [EB], Frank Nicholson (Maintenance) [FN], Colin Hadley (Parish Council) [CH], Hannah Ambler (YFC) [HA], Karen Hodges (School) [KH], Anne Pedder [AP], Andy Hazlehurst [AH], Barbara Brazier [BB]	Written notes by: KH
No.	Topic & Decisions Taken	Owner
1.	Apologies for Absence: a. None	JL
2.	Minutes of the last meeting: a. The <u>minutes</u> were agreed and signed as a record of what took place.	JL
3.	Matters arising: a. No.13, paragraph 6 - A discussion was held about this not being an accurate record of what took place. It was agreed to amend the paragraph, as follows, and note in the minutes that there is an amendment: <i>FN brought a concern to the table about a recent communication that was sent out on behalf of the trustee's, he felt that as it was sent on all our behalves we should have been privy to the content before its distribution even though he agreed with the principal. All agreed that this would happen for all future correspondence.</i> b. No.13, paragraph 4 - JL has completed the Safeguarding course and the certificate will be placed on the hall notice board. The Food Hygiene course will be completed on a 3-year rolling programme to ensure it remains current.	JL
4.	Minutes Secretary: a. Following the circulation of the last minutes EB had noted that she no longer wished to be Minutes Secretary. A discussion was held about <u>how matters arising are handled</u> , and EB agreed that she would continue in the role.	JL
5.	Financial report: a. SD provided details for income and expenditure since the last meeting (please see attached). It was noted that LinC lunches during August and September had been very popular helping to raise considerable funds. b. SD confirmed that a new electricity contract has been agreed with Opus for the main meter at 37.36 ppkWh during the day, 27.33 ppkWh during the night and a 118.00 ppd standing charge. The other meter, which supplies the stove, is at a rate of 30.94 ppkWh and a 0.82 ppd standing charge. c. SD also provided the budget (actual to date) for 2023-24 (please see attached), which is currently showing a projected surplus at year end. d. Re: 17.07.2023 No.9 paragraph 2 – SD is still to look into the mobile phone provision through ‘Smarty’. e. Re: 17.07.2023 No.9 paragraph 3 – SD has completed the paperwork to request a debit card. f. SD advised that the type of bank account needs amending to allow for two signatories, who were agreed as JL, SD and FN. This was agreed and SD will make the arrangements.	SD



<p>6.</p>	<p>Maintenance report:</p> <ul style="list-style-type: none"> a. FN provided details of activities since the last meeting (please see attached report). b. FN advised there has been an intermittent fault with the fire alarm. FN has spoken with Unfire but they cannot help unless the fault is active. FN will continue to monitor and liaise with Unfire accordingly. c. FN noted that there has also been an issue identified with one of the induction rings on the hob. This needs further investigation to agree a suitable resolution. d. Thanks were given to David Legge for refurbishing Dave Chester's memorial bench. e. KH was asked to speak to the school about the requirement to replace the long pole. 	<p>FN</p>
<p>7.</p>	<p>Arkwright Trust representative:</p> <ul style="list-style-type: none"> a. The Pencombe Arkwright Trust is a charity which benefits individuals or organisations within the ecclesiastical parish of Pencombe with Grendon Warren. The governing document states that a member of the Pencombe Village Hall committee must be a nominated trustee of the Pencombe Arkwright Trust. b. Andrew Mottram [AM] is currently the nominated trustee for the hall, however he is no longer a trustee of the hall committee. The Pencombe Arkwright Trust governing document does however state '<i>the person appointed need not be a member of the appointing body</i>'. AM is happy to continue as representative if the hall committee agrees. c. Following discussion it was agreed that AM is best placed to represent the hall committee and JL will speak to him about this. KH noted that she attends the meetings as the school representative so can provide feedback as required. 	<p>KH</p>
<p>8.</p>	<p>Bookings and booking system:</p> <ul style="list-style-type: none"> a. It was noted that the Hallmaster system is currently working well, with bookings and invoices being generated and confirmed much quicker than previously. b. EB has spoken with a representative from the Pencombe Baby and Toddler group who have confirmed that they would like to continue with their booking on a Wednesday morning if it remains at the preferential rate of £22.50. This was agreed by the committee. The group will clean up their items in the store cupboard and remove the alcohol. EB will feedback about the price. c. A wedding is being held at St John's Church on 8th September and they have booked to use the toilets. FN will open up the hall and ensure all the other doors (main hall, bar, kitchen and committee room) are locked. BB will lock up the hall at the end of the booking. 	<p>SD</p>
<p>9.</p>	<p>Village newsletter:</p> <ul style="list-style-type: none"> a. A further discussion was held about the purpose of the newsletter. It was highlighted that whilst a village newsletter containing contributions from all organisations is the ideal publication, it would be easier to start simpler by listing hall activities and groups and including the Parish Clerk's <i>Roundabout the Parishes</i> update until AP has established a routine for creating the publication. Ideally this will be at least three times per year but is flexible to AP's workload. b. All agreed that the previous newsletters completed by Alison Maynard were great and were completed with little input from the hall committee so Alison could create to suit her capacity. c. AP left the meeting at this point. 	<p>JL & AP</p>



10.	<p>Insurance for bouncy castles:</p> <p>a. JL shared some information provided by Community First about insurance issues with hirer's using bouncy castles in parish halls. It has become apparent that in the event of an incident, regardless of hiring agreements and conditions, claimants' lawyers are casting around for any possible body to make a claim against on the off chance of success, which could include the hall.</p> <p>b. It was agreed that FN will speak to our insurance provider to seek guidance from them, and to request a risk assessment template which can be used to strengthen hiring agreements and conditions.</p>	JL
11.	<p>Village show:</p> <p>a. SD provided a breakdown of the income and expenditure (please see attached). All agreed it was a great success with a profit of £1777.52 being made.</p> <p>b. A discussion was held about how the profit could be disbursed between the parish hall and some village organisations. SD will take the proposal to the Gardening Club for agreement, as they led the show arrangements.</p> <p>c. A review has already been completed and ideas and suggestions made for improvements for the next show, which will be held on 17th August 2024.</p> <p>d. The next show meeting will be held on 16th October 2023 at 4.00pm.</p>	SD
12.	<p>Future fundraising:</p> <p>a. It was agreed to hold the Christmas Light Switch-on on Friday 1st December at 5.00pm. A Christmas raffle will be arranged so tickets can be sold at this event.</p>	All
13.	<p>Date for sorting out store room:</p> <p>a. It was agreed to hold this on Tuesday 10th October at 10.30am. JL will purchase some plastic boxes so that things can be clearly stacked and labelled.</p>	JL
14.	<p>LinC lunch:</p> <p>a. The next LinC lunch will be held on Saturday 7th October. It was agreed that as numbers have increased during August and September, forty people will be catered for. JL and BB will both make a Shepherd's pie for twenty people. SD will also help.</p>	JL
15.	<p>Any other business:</p> <p>a. Re: 17.07.2023 No.13 paragraph 4 – FN purchased the gift voucher for AM and this was given to him as an appreciation of our thanks for his 15 years as Chairman. AM has sent thanks for his gift.</p> <p>b. CH raised a concern with a willow sculpture which has been planted in the school playing field, due to the impact its roots may have on the hall structure and drainage. CH will refer to the Parish Council and KH was asked to feedback to the school.</p> <p>c. SD noted that information has been received from Community First about music licences, as there has been a change in requirements. SD will look at this and report at the next meeting.</p>	
16.	<p>Date of next meeting:</p> <p>a. The date of the next meeting will be Monday 23rd October at 7.30pm.</p>	

Being no further business, the meeting was closed at 9.50pm.



Signed:

Dated:
