**CAMPSEA ASHE VILLAGE HALL SUB-COMMITTEE**

**AGENDA FOR MEETING MONDAY 13 MAY 2019**

**Present** Georgina Proctor (Chair), Mike Atkins, Mandy Wood, Kate Hayward, Todd Strehlow, Nathan Wills, Richard Fernley

**Apologies for absence** Frances Gander

**Agreement to notes made re meeting 10 April 2019 –** agreed as accurate record

**Chair’s Comment’s –** apologies for last meeting. Main purpose of this meeting was to establish new arrangements following sad news of the death of Barry Cable who had been acting as Treasurer and Secretary. RF and KH had met with FG prior to meeting to start communications with various bodies in order to provide details to the committee at this meeting

**Financial update**

KH had been to Lloyds and arranged the following. In addition to KH, GP and Pat Hayward from Parish Council could sign cheques. Bank statements will now be sent to KH. FG kindly agreed to file accounts until a new Treasurer / Clerk is appointed.

FG had almost completed the VH accounts for 2018/19 but was waiting for bank statements and a few more invoices for completion. This was expected in the next few days. Duly arrived on 14/05 and attached. This would form part of report to PC and Charity Commission. FG was thanked for her offer to do the accounts.

Accounts were discussed; electricity/heating appeared high and needed looking into – a possible switch. KH would investigate. It was expected that bills would be higher had there had been more use of the VH in the last year, particularly the dance class for younger children. It was agreed that changes to charges to reflect this should be considered for next winter (needs agreement at next meeting).

At present the only invoices for payment are N. Crisp for electrical work and sundry items MA had purchased for the Hall. Payments were agreed and KH would arrange this and get necessary signatures. It was thought more payments would be needed once correspondence is received e.g. from insurance. It was agreed that KH could arrange this before waiting for the next meeting.

**Update re Charity Commission and Trustee Status**

RF reported that at present the PC was not sole trustee of the VH. It required existing trustees to make this change. It was agreed in general that the help of PC members had helped the running of the VH. FG and KH had said it had proved difficult getting onto the Charity Commission website but FG would continue to pursue this. It was possible that the PC could either be sole trustee or custodian trustee. The committee agreed that this should be looked into but overall the VH was functioning well at present

**PRS Licence**

RF had made contact with PPL PRS Ltd and got a form for a review of payments for licence. This was completed using KH as contact, duly signed. RF would send off.

**Insurance**

KH and RF had made communication with CAS re insurance. Barry Cable, through advice from CAS had combined VH and PC insurance to make payments simpler and cheaper. CAS had suggested a premium was due and RF had made further contact but had not yet received an invoice for payment (there had been some concern that this had been sent to Barry).

**Appointment/responsibilities of new clerk re Village Hall**

RF stated that following the next week’s PC meeting a recruitment process for a new clerk would begin. He asked what role the clerk should have re the VH. Discussion followed and it was agreed that the appointee should fill the role of Treasurer and completion of grant forms/funding/planning/reporting etc. plus general book keeping and some role to help KH re bookings. However it was thought that event organisation and key holding was best done in the village as it would be unlikely the new clerk would be a resident. This could be reviewed and any involvement in organising events would be appreciated although not initially expected.

**Bookings**

KH gave a listing of bookings over the next few months. Many more children’s parties (we are cheap in comparison to other local halls), keep fit, music practices, dance classes continuing etc. TS suggested local drama groups were often looking for venues. It was also suggested acoustics were good in the hall and concerts were possible. It was agreed that all should encourage bookings via Kate and make contact with any groups etc. who might use the hall

**Future Fund- raising/Events**

MW gave updated arrangements to date for the Village Fete on September 1. A meeting to specifically help MW planning for this event was arranged for Monday 24 June in VH at7.30pm.

**Maintenance Matters**

MA said there was nothing specifically to do other than a Spring Clean. This was arranged for Saturday 25 May at 10am. MA said he would give the front door another coat of green paint.

**Long term planning/capital investment/funding applications**

MW gave details of a further quote for alterations to toilets (£8500). It was agreed to wait until a final quote before considering funding application. There was some discussion of matched funding schemes etc but it was thought an application at present was not wise until the VH could raise some funds. TS mentioned he had some experience in making grant applications and would be willing to use this when required.

**Report on Village Hall for Annual meeting of Parish on 20 May**

KH said she was willing to write a brief report

**Other matters not already covered**

General agreement on present arrangements for parking but there would be some need for discussion with the church.

Discussion about best location for bottle banks, probably best left where they are at present to maximise car parking. Easier to see broken glass therefore more likely to be cleaned up

RF mentioned that locating a defibrillator in the village would be an item on the PC agenda on May 20. Unanimous agreement it would be good but suggestions that Station House would be a better location as there were more likely to be people there to assist.

**Date of Next Meeting Monday July 1 at 7.30pm in the Village Hall**

General agreement to set dates as first Monday in January, March, May, September and November. Still will be agreed upon and subject to change.

REF 14 May 2019