**CAMPSEA ASHE VILLAGE HALL SUB-COMMITTEE**

**NOTES FROM MEETING Tuesday 2 July 2019**

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

**Apologies for absence** Frances Gander, Nathan Wills

**Agreement to notes made re meeting 13 May 2019 –** agreed as accurate record

**Chair’s Comment’s –** GP through RF (due to late arrival) had commented on the increased use of Village Hall and how the committee had worked well to ensure this, although the legal framework re Trustees still needed to be finalised and approved.

**Financial update**

KH stated there was a balance of £3548.56 with some cash still to pay in but an outstanding bill of £243.79 for electricity.

The jumble sale had raised £264 and thanks were given to MW.

FG was thanked in her absence for completing VH accounts for 2018/19 and was willing to continue until a new PC clerk was in place. A report had been provided for the Charity Commission. RF will check this with FG and other matters relating to the Charity Commission. MA volunteered to audit the accounts

KH had investigated re the electricity bill; she had contacted others and it had been agreed to stay with present supplier but move onto a cheaper tariff. This was now in place although the above invoice still appeared high. This was mainly explained by increased usage in the Spring when heating was still used. It was agreed that changes to charges to reflect this should be considered for next winter (this would be finalised along with general charges at the September meeting).

RF would contact CAS re insurance premium and cover for fete (see below).

**Update re Charity Commission and Trustee Status**

The committee agreed that resolving this should be a priority was a new PC clerk was in place. Overall it was agreed that the present arrangements were working well but needed formalising

**PRS Licence**

RF had completed the necessary paperwork but KH had not yet been contacted re payment. RF agreed to chase up.

**Appointment of new PC clerk**

RF gave an update stating that it was likely a new clerk would be in place by the end of the month. Treasurer of VH was on the job description but it was agreed if FG was willing to continue that would be preferable to keep the two accounts separate.

**Bookings**

KH gave a listing of bookings over the next few months including a Holiday Club on Mondays and Thursdays through the summer holidays.

A discussion re supervision of lettings/key holders etc. followed. There was a concern that damage needed to be spotted quickly and it was best practice to have someone on hand at the end of hiring. There was also concern that KH had too much responsibility and others were happy to share the load. It was agreed that KH would continue to oversee this but perhaps delegate more. All committee members should be key holders in case they were required to help.

**Future Fund- raising/Events**

MW gave updated arrangements for the Village Fete on September 1 from 11 to 4. A planning meeting had taken place on Monday 24 June and MW was thanked for her efforts to date. The key concern was that more volunteers would be needed and all were encouraged both to get help and publicise the event to a wider audience. It was agreed to finance 100 flyers plus some other expenditure in advance.

The next Fete Meeting would be on Monday August 12 at 7.30 in the Village Hall. It was hoped volunteers would be encouraged to attend this meeting.

**Maintenance Matters**

There was concern over the table being dragged across the floor and it was agreed a good wash might solve the issue. Two benches had broken and had been moved but it was agreed not to replace them at present as there were still sufficient in the and around the Play Area.

There was discussion over whether a new door was needed for the entrance or painting would be sufficient. It was agreed that a new door would be more secure and more importantly would enhance the appearance of the building.

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

MW was still waiting for further quote for alterations to toilets (£8500). It was agreed to wait until a final quote before considering funding application. Alexander Nicoll had said he would be willing to contribute from his locality/enabling budget. 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.

**Other matters not already covered**

General agreement on present arrangements for parking but perhaps a need to purchase a sign that could be written on to give exact times of events when parking may be also used by non VH users.

GP/RF mentioned that there was progress re a defibrillator in the village. There was still agreement that Station House would be a better location as there were more likely to be people there to assist.

**Date of Next Meeting Monday September 2 at 7.30pm in the Village Hall**

REF 4 July 2019