

BISLEY W.I. VILLAGE HALL
Registered Charity Number 1108590

Minutes of W1/Village Hall Management Committee held on
Thursday 18 July 2024

Present: Nigel Rogers (Chairman)	Fiona Scotchmer (Secretary)
Peter Murray (Treasurer)	Jane Neighbour
Allan Sapsed	Shelagh Utley (Vice Chairman)
Stella Mulligan	Adam Scotchmer
Debs Restall	Jeremy Wilkes
Roger Utley	

Apologies Dawn Lane, Claire Mobbs, Di Chapman, Kim Ford

Minutes of last meeting held on 4 April 2024 – Approved

Conflict of Interest – None

Matters Arising from the Minutes of the previous meeting – None

Election of Chairman – Shelagh Utley was elected unanimously as Chairman. Peter Murray was voted back in as treasurer and Richard Skinner as the new secretary.

Treasurers Report

Please see attached report.

The insurance quote has come in for this year at £1144 which is an increase of £35 on last year. It was decided to accept this quote.

The new key safe is now compliant with the terms of the insurance so Peter will add this to the policy.

The matter of the defibrillator was brought up as it costs £5,000 to insure. It was agreed that Shelagh would ask Hazel who owns and maintains it. **SU**

Maintenance

Quotes are being obtained for replacing both fire doors. Heavenly windows have quoted £3798 and Latham Doors have quoted £1331 for steel doors but this does not include fitting. Adam is still trying to source a carpenter to quote for the fitting.

Allen said he would contact someone he knows in Stonehouse and Jeremy also said he would find the name of another company.

The boiler has been serviced.

Previously it was mentioned that we should turn the grass area by the big tree at the front of the hall into additional car parking spaces but Adam has spoken to Dan who said the due to the weight of cars parting on that area it would damage the tree roots. Adam suggested fencing off the area but this idea was not agreed. It was agreed instead to look at graveling the area to the side of the Hall bordering Evans field and remove the grass and vegetation to make more parking spaces. Adam will get a quote for the gravel. **AS**

Any Other Business

Flicks in the Sticks – in the last 6 months this has raised £650 including the bar takings. There will be no film in August and then restart in September through to December. Jane offered to put up some additional posters in the village. **JN**

Table Tennis – This will hopefully start later in the year for a trial run.

Big Breakfast – This will take place on Saturday 16th November.

Open Gardens – This raised in the region of £1100 and Fiona was asked to send a card to Elizabeth Cowan thanking her for nominating the village hall as the beneficiary of the funds raised. **FS**

Plaque for Ian Edmonds – This has been ordered

Gigaclear – Roger has completed the forms successfully and we now have another year of free WI-FI.

Parish Council Application – Roger has agreed to complete the forms to apply for a grant of £500 towards the cost of replacing the fire doors. **RU**

Online Booking/Hall Capacity – Roger has produced charts showing the bookings and the hall usage. It was agreed that we should try and increase our profile and Debs suggested a social media campaign which she agreed to run. Adam and Nigel also suggested that we put a board in Evans field. Nigel said he would ask the Feoffees for permission. **DR/NR**

Roger has been approached by Dan Collins who wants to put on a magic show in the hall and would require seating for 100 people. At the moment the stated capacity covers the hall for 85 people seated and 120 standing. If hirers wish to exceed these capacities, they must do so on the basis of a risk assessment which demonstrates the control measures that enable them to have extra capacity.

History Society – Jeremy Wilkes has been co-opted onto the committee as the new representative of the History Society.

V&CH Network – this has now closed as the chair person Honor could not find anyone to take over from her.

Charge for lending hall equipment – Roger raised the issue of loaning hall equipment out and the impact of hall bookings. Usually if the hall is approached regarding borrowing tables, chairs etc they are told that this cannot be confirmed until 2 weeks before the loan in case a booking comes in that will need the equipment. It was decided not to charge a fee for the loan of equipment.

Platinum Jubilee Fund – Shelagh brought to our attention the fact that there are quite large grants available but you have to be able to raise 80% of the initial cost.

Trustees Website – The Chairman explained that it was a requirement of the Charity Commission that all new trustees should be given an Induction Pack covering the duties of a trustee, information about the charity and details of the charity's financial position. Traditionally the Induction Pack had been sent out in paper form, which was not only expensive and time-consuming to produce, but also became out-of-date very quickly. At her request Roger had set up a draft website containing all the information that was required as part of the Induction Pack and he demonstrated this website to the meeting. The website would save the charity money, be easier to navigate and – perhaps most importantly – always be up to date. As the Trustees website would technically be a sub-domain of the main Village Hall website our Internet Service Provider would make only a small additional charge for hosting it. The meeting welcomed this initiative and authorised the setting-up of the sub-domain.

Date of next meeting: Wednesday 16 October 2024 @ 7:15 pm.

These minutes have been signed as a true record

Shelagh Utley
Chairman

Richard Skipper
Secretary