

## Ordinary Meeting

12 July 2023 7pm Venue – BAVH

### Agenda & Minutes

1. Welcome
2. Apologies for absence – Alice sadly can't make it this evening
3. Minutes – June (30 May) 2023 – approved, we are content to sign these off
4. Matters arising – certification sign off and manuals are still in progress
5. Reports

a. Communications & Events

- i. Quiz update on costs and ticket numbers

Ongoing drinks coverage for events were discussed and we will take some actions (Hayley)

- ii. Music event

The 4 piece band, Bex's Midnight Runners have been booked, more information to follow – a ticketed event for Saturday 16 September

- iii. Picnic event

Flyers have been prepared – 3-7pm, come along to a free event, picnic and games, bring your own picnic, with a bar, and cakes and raffle will be available – we really encourage a good local turnout to maximise use of the hall. We will also be trying to advertise more locally about hiring the hall, perhaps a banner on the wall that will be seen by those visiting the village

- iv. Bookings – we need to decide on a system

System wise, we need billings and payments to be simple, alongside getting the pin code for entry, which can be part of the booking confirmation. We will be purchasing **HallWizard**, Tim will kindly be registering for this. Mike will provide the details so that we can match, payments wise. This will be linked to our website.

- v. Bookings – we need to review T&Cs and update / make relevant

Terms and Conditions need further review, to simplify responsibilities. WiFi consideration also needs to be handled. Jon will start the ball rolling to achieve absolute clarity on meanings of our T&C's. We need to link this to our health and safety risk assessments so that we appropriately report and manage this ongoing.

- vi. Fish and Chips van options

To be discussed at the next communications / events meeting. TBC.

- vii. Pub nights

To be discussed at the next communications events meeting. TBC.

b. Treasurer

Current balance in bank is 14k, with 2k provision for the wall, and provision of 6k. Curtains are 3.6k, and rails for accessible toilet needed to. We have 1.3k clear with an invoice for parking to come in for £550. We summarise that we have an operating budget of 2k. Electricity around £70 per month.

- c. Maintenance / Building / refurb updates
  - i. Utility Costs

We are investigating a fixed deal for electricity currently. We plan to make a decision on a deal in July or August.

- ii. Acoustics

Curtains might help this ongoing issue. Panels will be considered if curtains don't help.

- iii. Curtains

Acoustic options are being considered, within a contemporary design in terms of poles and flow of hang

- iv. White rails – accessible toilet

Due in Tuesday – rails are on their way, in a contrasting colour. Fitting is imminent. This is the last step before achieving an occupation certificate.

- v. Risk assessment update from Anthony

The checklist for village halls has been utilised in order to assess the hall. This will be instigated, as a review, on a monthly basis. We now have a generic risk assessment spreadsheet including all risks. This will be held on our electronic drives, and Anthony has kindly volunteered to manage risk assessments ongoing. Next task is for the committee to review and agree the approach, ongoing. Jon will work with the team on this to provide an Officer perspective. The risk register will become part of an annual review of the process, with matters required for discussion, in terms of incidents, and this will become part of the agenda, in terms of their being a H&S section ongoing.

- d. Sustainability

Jon to continue to review this.

- e. WiFi

We would be charged business levels of cost to provide this. We are considering needs vs cost currently. 4g coverage might be a better option.

## 6. AOB

Continuity management in case of an incident needs to be depicted. Incident management will be discussed and who deals with what. We will work to express this in a diagram format. Within this we need to understand how to access facilities. An orientation session will then be delivered to all Trustees, including emergency contacts, including trades on hand (e.g. plumbers and electricians).

Lottery Grant is now available for us to apply for again. We will discuss the strategic items that may win a grant award, at the next meeting.

- 7. Date of next meeting – Tuesday 5 September 7pm, at the Village Hall providing there are no conflicting bookings