

Ordinary Meeting

March 24th 2025

7.45pm

Venue – BAVH

Agenda & Minutes

1. Welcome
2. Apologies for absence – Andi can't make it this evening. Mark was welcomed to the Trustee Meeting
3. Minutes - approved for the file. Signed off
4. Matters arising
5. Reports
 - a. Events
 - i. AGM preparations

The Gantt chart will be modified to adapt to Pub Night format. Screen and projector format will be utilised again. Current Trustees will resign for voting back in again, and Mark has volunteered for the Treasurer role. Hayley will print the Agenda and Minutes from the last meeting so that we have these ready. Mike O'Brien is covering that pub night.

- ii. What's happening when

We have a schedule of events and the Arts Alive event has much activity going on to prepare. We need to all make an effort to drum up support for this. Jon will confirm if he can do an Introduction to the event, as we did on the last Arts Alive event.

- iii. Pub night update
 1. Stock taking process
 2. Sum Up machine needs

Information is available, all transactions can be seen within Sum Up when logging in via the App. Tim will add Mark and John Lutkin will be added to Sum Up so that they can also use the app on Pub Nights. Mark will get to know the system and work out how to consolidate this.

- iv. Car parking improvements for hall bookings

The Chair has had a meeting with OHNS. Two disabled bays will be left clear at all times. OHNS will be parking 5 cars in another location pretty soon. Car Parking leased by OHNS is for 20 cars. We are considering creating further space, another row, to be freed up, especially for use by those who hire the hall on weekdays.

The signage for those utilising the car park for donations needs adapting. Ali has kindly agreed to adapt the current signage.

Needs for Yoga parking will be explained to Rebecca by Charlotte: park in Disabled spaces and in front of the door, until we have reviewed funding for car parking changes. Others who have also complained about the parking situation will be fed back to by Jon, regarding the current situation.

- b. Fundraising
 - i. Recent grant application outcome

The latest application for funding was not successful. We will continue to review opportunities ongoing and apply where applicable.

We have succeeded in obtaining a grant for £1000 for a music system. We need to spec needs to review what we need. A Bluetooth system with speakers, an amplifier, and 4 channels, with a microphone, and then we can proceed to price systems. Charlotte will discuss this with Mark and Alex.

- ii. Licence obligations for Pub night:
 1. CCTV - we continue to look into the options for this and decide where cameras will be placed. We need to decide how to spec this. 3 cameras will be specked.

Hayley will look into the signage requirements for CCTV usage.

2. Signage

Challenge 25 and Respect Our Neighbours signs will be purchased via Amazon by Ali. Ali will look into a CCTV in Use sign too. These will be displayed on the front of the bar, when in use.

We also have an Accident and Incidents Book which is utilised behind the bar too.

3. Training

Hayley to create a register of who has completed their training. Ali, Anthony, Jon, and Hayley have completed this. Mark and Lisa will also sign up for this (Jon will send the email to Mark). The system is likely to cost £1300 approximately, and we will put the remainder over £1000.

4. Personnel

c. Treasurer report

i. Notes from Andi

Please see Treasurer's report for Q4 (sent to all electronically on WhatsApp).

Plan to handover is in place - Mark will contact Andi to arrange the handover asap.

d. Maintenance, Building Facilities, Health & Safety, and Risk Assessment Actions / News

The bar was being discussed. Anthony is kindly actioning various needs. Jon is also involved in this project too and is pricing some options when we have some funds to spend again.

Disabled needs continue to be discussed.

The oven: fittings need slight adjustment. Jon is kindly arranging for this to be fixed.

Painting touch up internally at some point would be good. Externally we still have a wall that needs review, and the fences also need a coat of protection too.

Storage needs are on hold for now.

6. AOB

Funds were raised to purchase a pump for the pub. Some money was raised, which will now cover other bar related purchases (e.g. signage etc.) ongoing.

Current cleaner is required to be paid weekly.

Approval process. A limit for payments will be set up by Mark of £500 within the bank system, so that we don't have to approve small expenses each time.

Moles are affecting the area by the shed. Jon will contact Sheila Price about this.

Organisations who contact us to do a talk: the hall can be hired, however, we won't promote events or organise them on the company's behalf.

7. Date of next meeting & Venue – Weds 7 May 2025 - 7.30pm BAVH with a Teams meeting for Alice to join.