

Ordinary Meeting

7 March 2023, 7pm Venue – Alice's place

Agenda & Minutes

1. Welcome
2. Apologies for absence – Di is unable to attend due to illness – get well soon Di
3. Minutes – February 2023 – approved and on the website
4. Matters arising
 - Opening date is 7 May 2023 – first event planned (unable to vote in the village)
 - AGM – 16 May has been agreed – Hayley to arrange a time-plan of what happens when
5. **Reports**
 - a. **Refurbishment news and progress**
 - i. Plan for additional needs: Purchases that are not covered in the budget (John/Mike) Urgent, Essential, Grant Funded, and 'Nice to have' categories – approval

Lots of progress since last month to bring refurbished hall together – big thanks to volunteers, particularly for such a lot of painting. Just a couple of painting aspects to be completed soon.

New meter has been installed in large storeroom.

Warranties for new kitchen equipment have been registered.

Skirting query around skirting in small store – this will be resolved soon.

Flooring order is being sorted by Mike. The area will be cleared in preparation for the flooring install.

'Key needs' required to be funded are categorised into urgent essentials and essentials; spend authorised for those items that must be purchased prior to opening. This includes some signage (a list of signs required is being prepared), health and safety related items (e.g. fire extinguisher), disabled toilet furniture (including soap dispenser and baby changing table), and a KeySafe box. Ali has managed to get other (various) items donated, such as a notice board, which has helped keep spend down.

The 'Buy a Brick' signage is now being prepared; those that have donated can see the display when we open, along with the Sponsors plaque too.

A bronze-level sponsorship has been purchased by two committee members to enable some of the non-essential spec requirements to be bought.

We are calculating additional spend within the building contractor work that has been added since original quotations were given.

Health and safety documentation is being compiled. Thanks to John for leading this and Brian for contributing too. Inspections regarding certification for the building are being arranged (thanks John). This will be achieved prior to opening, during April.

We will need to consider table and chair purchase (no funds available for this currently).

b. Grant application news

Following a successful meeting with the Community Officer of the Wye Valley AONB, we have been successful in securing an Accessibility grant for £2,976. This primarily enables the replacement of a new front entrance door in line with DDA regulations. Brian will be actioning the decisions required on this.

The AONB have also promised a separate maintenance grant for £2,000, towards the repair of the broken boundary stone wall. The required application form is currently being prepared and will be submitted upon completion. The Trustees confirm that we will be funding the additional cost involved in making the wall good.

An application has been sent to the Monmouthshire Building Society Foundation Charity to seek funding for curtains for the main hall and roller blinds for the accessible toilet. Notification of the result should take about 28 days.

Curtain rails, curtains, and fittings are required. A grant application is being made linked to this which will hopefully cover at least some of the cost, e.g. the curtains themselves.

The National Lottery Awards for All grant will be next to target.

Going forward, we will circulate the register of grant application news to the team so that we can have a look at progress prior to each month's formal meeting.

c. Communications

Charlotte in Turners Lane is going to support Ali with the FaceBook site – thanks to Ali and Charlotte.

We need to enlist the Gazette to promote our opening, along with The Voice and the Ross online community.

We have a listing on Hereford Council website that is being updated. Regrettably Voting in locations in Herefordshire are planned in the prior year, and so we are unable to be included in the May elections. The Council have promised to include us ongoing and have promised to contact us to plan this in.

d. Treasurer

As usual, full reports have been posted on the website.

£3000 remains available to allocate to the refurbishment, which needs to go a long way towards the 'essential' requirements detailed above. We have parked a variety of non-essential spend items given the associated costs, which will be considered over time as funds become available. Other fundraising events will be considered including sponsorships into the future, after we have opened, given that further refurbishment phases will be planned.

Gift Aid has been applied for on HMRC now, this has been confirmed. The documentation has been gathered. The claim can now be made and forms need to be collected as there is £2000 associated with this. Brian has kindly volunteered to review what is required with Mike and also discuss with Di.

e. Maintenance updates (if not covered in earlier sections)

Cleaning provisions for post-opening are being considered. Waste removal provisions will also be considered.

Fire Safety Management is being discussed, in terms of requirements ongoing.

There are a number of managerial responsibilities and ideas regarding running of the venue. . A budget for the next financial year also needs to be devised. We will plan this in April.

f. Events sub-committee / plan

Licencing (music; bar); Leila has kindly offered to support us on this, as she previously did some research.

There are a number of matters for Trustees to consider relating to planned Events – next meeting Monday 20th March, 1pm at The Beeches, Trustees to attend.

g. Sustainability sub-committee / plan

Parked for now, whilst we focus on the opening of the Hall.

6. AOB

No matters raised.

- 7. Date of next meeting** – April 4th, Tuesday, 7pm – the focus at this meeting will be on the managerial topics that we need to make some decisions on. Hayley will compile a list of topics which will be included on the agenda for this meeting, where we will consider the Managerial matters and planning for the AGM.