

Present: Jon Evans, Diana Tabernacle, Brian Miller-Hall, John Berry, Hayley Bird, Alice Marshall.

1. Welcome and introductions

Meeting etiquette agreed as informal action-orientated discussion, with time boundaries. Future meetings will be succinct, ideally one hour. Meetings to be held on a monthly basis, generally on the evening of third Wednesday of the month where this is viable for the majority.

2. Apologies for absence

Mike and Ali struggling to connect via Teams (we'll call them if needed)

3. The minutes of June 9 2021

Reviewed and approved, with matters arising captured

4. Matters arising from 2021

9 June minutes include our need to review any outstanding amounts from the council loan, the passing place in Turners Lane options, and the need to review the Oak House Nursery agreement.

The recent AGM minutes will be updated to include Diana as in attendance – Hayley will do this.

5. Reports

a. Grants

Several examples of funding routes were discussed. We will target efforts efficiently with various organisations, because it is as easy to apply for £500 as it is for £5000. Some applications can be made on an annual basis. The key here is for us to agree the list of works required, where possible with detailed specifications, and relevant costings. Our energies will be focused on those funds that have the potential to be achieved. We will work towards drafting a register of potential grant options, which we can then apply for when we have prioritised various needs and our direction.

We will seek clarity on what Parish Funds might be available too.

We need to confirm spend to date and any remaining funds from recent loan, plus existing contractual arrangements on roof related building works, so that we can agree the handover and snagging process.

We are keen to obtain handover back to the BAVH team, when works and any snags are complete. A handover meeting will be arranged with Jeremy Scudamore, JE, Brian and Jon in attendance. Brian and John will prepare a list of considerations for the meeting so that Jon can communicate with the PC to arrange this.

b. Western Power

The telegraph pole will be removed, and underground cable added. Brian will confirm the phase and voltage levels: completion is expected in a couple of months or so.

c. Renovation update

A schedule of works with ballpark costings will be drafted, so that the funding gap can be understood. Once a plan has been devised we will then decide how this is managed ongoing. At some point a re-valuation of the building will be required too. A number of regulations will be complied: Jon will confirm Zurich insurance requirements.

There may have been some ongoing investigations into flooring: Jon will discuss these with Graham and confirm the way forward.

When we have more of an idea of costings we can start to scope requirements pre-opening and the vision ongoing (this will also inform funding gap as mentioned earlier).

d. **Treasurer**

A report and review will occur at the next meeting.

6. **Construction of the passing place in lane**

Jon will discuss this further with the parish council, before liaison continues with the developers.

7. **Life President position for Robert Lewis (suggestion from AGM)**

This lovely idea was discussed in relation to possible conflicts of interest and precedent setting. We will consider how best to honour the dedicated service to date and ongoing support, and discuss options again at the next meeting.

8. **Programme of engaging the village**

Village engagement has the potential to be increased if we communicate well. We need to conduct letter box drops to do this. A sub-committee on communication will be formed.

Brian and Mike to discuss opening dialogue with other village forums too (e.g. BARGE).

9. **Constitution**

This is the governing document which captures how we function, including our roles and powers as Trustees. Jon and Hayley will start to model this and bring back to the committee for input/approval.

10. **Hard copy documentation review**

Hayley and Brian will start to sort documents that we need to refer to, so that in the Autumn time Robert's input can be sought to decide what is registered formally for prosperity.

11. The current Trustees are now **registered with the Charity Commission**

12. **Our mission / aims**

Alice and Brian will connect with other local village halls and research how they are run, so that we can take this into consideration when formulating our strategy.

13. **AOB**

How we communicate with each other as a team in terms of electronic documentation was discussed. Hayley to continue the process with Google Space and John and Di to load Whatsapp onto their computers.

The benefit of ACRE documentation template options was discussed, particularly in relation to risk management (both operational and governance). We will continue to discuss risk and assess ongoing – a discussion point for future meetings. As an organisation, ACRE sit within the DEFRA framework, and are also supported by Community First. Over the months ahead we can tap into support as appropriate.

Building access required in order to start costings to ascertain the funding gap and planning.

Brian and John will oversee works standards and tender process. A sub-team (Brian and John) will be formed to report back on refurbishment costings (and also progress) so that options can be considered. Monthly reporting will occur.

Jon will seek permission from the current contractors to access for a pre-completion visit.

We also need to ascertain if we can review the architect's plans.

The next meeting will be held on Weds 20th July, 7.30pm at Overton Farm (location to be confirmed by Jon).