

Ordinary Meeting

Wednesday 21 February 7pm

Venue – Village Hall

Agenda & Minutes

1. Welcome
2. Apologies for absence – Alice and Andi were unable to make it this evening
3. Minutes – November 2023 – all agreed minutes are in order
4. Matters arising

Inbox and bank transfers – raised by Charlotte – we now state card transfer is preferred – Adrienne and Charlotte will be given visual access to the bank accounts so that this can be checked. Thanks to all involved with bookings responsibilities, which have been going well. Thanks for the division and deployment of new processes too.

State of doors – raised by Anthony – we need to ensure that they are fully accessible, with all keys functioning, and in good working order. Jon will reach out to a contact that can support us with locks. We need to prioritise funding the locks being sorted to achieve this need.

We believe the parking needs are now resolved - Ali is checking on the parking matter and will report back if Brampton's need is resolved, or if we need to input further.

OHNS storage plan is still required from the Nursery please.

5. Reports
 - a. Events & Fundraising

Thanks to the Events team for all that is done to prepare and run the events. Events are being simplified so that there is less work involved in each occasion. Simplification is key to how events are sustained in terms of preparations ongoing.

As a team of Trustees, we would love feedback to find out if the recent changes are enough, as we really want the work to be shared between many, so that the few are not put upon to the point that this is a concern. Is there any further support that we can give?

Ongoing strategic discussions are planned for a substantial grant application. This needs some thought, because we are keen to maximise funding potential and not be hasty in smaller applications that might lead us to be restricted.

1 BACRG update from Ali –

Oli, Jo, and Tom are standing down after many years working hard to try and bring the plans to fruition. At this time, our focus is on the Village Hall and making the facility a success. Therefore, at this moment in time we don't have any ideas around how we might support the utilisation of the church as a commercial venture.

2 Fund-raising events update

Villager idea – be a friend/benefactor (annual standing order donation). We will explore this idea: we'd like to establish the value of this to the individuals, e.g. for those that want to contribute to the hall but not attend events. Within this type of offering, we could also propose early purchase of events tickets, &/or running a 100 club. We could put an option to do this on the website. In addition, we need to ensure that those who have already sponsored us are also thanked and appreciation shown.

3 Booking system update – progress update from Tim / Mike

We are content with progress to date. Thanks to Charlotte and Adrienne for the work on this.

Key code access is given currently at the point of booking (which might be a long time prior to the event)– this process could be improved by the scheduling of emails – a process can be set up with reminders to enable this.

4 Overview of forthcoming events

An events meeting is being held to plan the Skittles event, whilst looking at other events for the year too.

Thanks to all those involved in the planning and preparation of the Barn Dance.

The old table tennis table will be disposed of, pending the purchase of the new facilities.

All pub nights are being set up by Alyx and Brian. Pub night is being promoted. Cake club have a morning planned for raising money for the Bleed Control Kit.

Quiz night is planned, without food, so that bookings aren't required: payment can be taken at the door instead.

A jumble sale is also being planned as a fundraising opportunity.

Some other events are planned for August and beyond.

Arts Alive proposal has been accepted – thanks Di and Elaine for putting this forward. We will be able to choose 2 per year from the options available. We will encourage the village to support these 2 events in order to be able to fund the hall facilities ongoing.

5 Website front page focus

Tim and Ali will work on this together, to refresh photos, fundraising, latest news, and the booking system. Gallery needs a little refresh too.

6 Cleaning facility (this topic could also be under Maintenance topic if preferred)

The new cleaner is working out very well. Thanks to those who have arranged this.

b. Treasurer report

The accounts have been submitted. We are holding our own in terms of ensuring that costs are covered, and we have a prudent reserve. We continue to appreciate donations for parking that are left in the post box when walkers utilise the car park.

A meeting has been held to plan transfer and hand over between Mike and Andi. Andi will take over entirely following the AGM.

Banking signatories are now all prepared. A debit card is being applied for.

Our reports are going to be submitted – Hayley and Mike to action.

Utilities (electric and water) we are covering.

The budget is planned on a similar level of the last 12 months, in terms of planning expenditure and assumptions on income from events.

Insurance costs are known for the next 3 years, and we've planned annual payments for our website domain ongoing too.

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

Plans for future maintenance that are currently being considered:

Locks on doors

Doors in storeroom (double doors are an odd size which means they need to be made, so we can change the lock and reinforce the doors to repair them)

Thumb-lock for kitchen

Painting of external rear wall

Drain covers need replacing

Pathing / hardstanding of external back area (gravel or slabs) – the trustees and volunteers can sort this

Kick boards on the internal doors

An application for Solar panel installation might be possible. Hayley will discuss with Di and Jon will ask Ben Preece for an installation quote.

Hedge. Considerations around how to maintain this boundary line are being discussed. Perhaps we could ask for an ANOB grant in this regard in the future too. We are also considering the patio area in terms of perhaps widening, to give more hard standing for outdoor events.

i. Acoustics – system suggestion has been put forward for review

Cloud options will be assessed after the curtain install – the Barn Dance is an excellent opportunity to assess this.

ii. Defibrillator training and support – Parish Council suggestion

This has now occurred. A successful event. The coffee morning Bleed Kit fundraiser is now planned too.

iii. Health, Safety, Risk assessment update

No reported issues of note.

A plunger will be purchased for use in the toilets if & when required.

Disabled ramp. Perhaps we can look into grants for this for the future.

Ground maintenance is also being considered. We are wondering if there are any keen gardeners that would like to head up a gardener group for the front area. Would be great to get this landscaped in a low maintenance way.

d. AGM

- i. Thanks Ali for preparing posters for May 15th AGM
- ii. Trustees positions – sufficient trustees are currently in place ongoing, and we will also send a communication to the Village – asking individuals to please let us know if they'd like to put themselves forward to be involved.
- iii. Utilise projector screen again, same format, overview of what achieved and plans for 2024?

Hayley will pull out the Gantt chart and documents from last year. Leila kindly helped us prepare in 2023.

6. AOB

7. Date of next meeting – propose Monday 15th April to prepare for AGM - Jon's place at 7pm