

## Ordinary Meeting

Wednesday January 22<sup>nd</sup> 2025

Venue – BAVH

### Agenda & Minutes

1. Welcome
2. Apologies for absence – Ali, Andi and Charlotte
3. Minutes
4. Matters arising
  - a. Internet connection update – all in hand
  - b. Card machine for card payments at events update – working now and was good at the last event
  - c. Drone photos of the hall – now that hedge is out Hayley will ask Alex to please use his drone for this purpose – we can then load these onto the website for promotional purposes
5. Reports
  - a. Events & Fundraising
    - i. Licence application obligations – we are responsible for adherence
    - ii. CCTV – costs are being explored – 3 cameras are likely
    - iii. Signage – Ali has printed the relevant information to display in the foyer
    - iv. Training – Anthony, Ali, Mike, John Lutkin, Hayley, Len will be asked by Hayley and Ali will ask other volunteers if they are willing to
    - v. Inventory and Stock Checks are being discussed, so that we can account and replenish appropriately – SumUp entries can report on inventory levels
    - vi. Pub night coming up – Ali and Anthony will run the January date
    - vii. An events meeting is planned for early February – we will also monitor use of the Website for News Updates, now that we are displaying less hard copy posters
    - viii. Elmley Grant options are being explored related to music (e.g. PA system)
  - b. Treasurer report – a full copy of this month's report of finances is available (WhatsApp BAVH circulated)

Discussion around Treasurer – sadly Andi needs to stand down due to other unexpected commitments. We will advertise for a Treasurer to join the team, alongside other needs in terms of reigniting the Trustee and Events team. Hayley will cover the Treasurer role in the interim and we can cover Minutes through other volunteers.

Ideally, we'd like to be invoiced from accounts, that can then be paid directly to the supplier, rather than handle various expense reports.

Tim will also liaise with Hall Wizard regarding features – we need to see if we can engineer a way to a solution with regard to reconciling income into the bank from Stripe and bookings. We'd like to improve the options open to us to account on different categories.

- c. Maintenance, Building Facilities, Health & Safety, and Risk Assessment Actions / News
  - i. Hedging plants update – the whips have been planted by Anthony and Jon Thanks to the Parish Council and RJ Trees and Hedging for donating these
  - ii. We need to encourage village members not to use the garden as a thorough fayre because this isn't a right of access
  - iii. External doors for the Store (bar) are on order and will be installed as soon as they are available. Internal doors are also being researched (thank you Anthony) to see if we can improve security and create an improved ambiance
  - iv. The oven housing needs fixing
  - v. Paint touch up is also required
  - vi. DDA rails are also a priority – when budget allows we will sort these

## 6. AOB

Capital expenditure review for the future:

Solar options are being explored – we will review this when any government direction has been announced, later into 2025

Storage shed options are being explored, which would enable us to explore furniture options for use e.g. pub nights

Car Parking request -

At the next meeting we will need to plan the AGM, which will be held at the April Pub Night (25<sup>th</sup>)

- 7. Date of next meeting & Venue – Monday 3<sup>rd</sup> March 7.30pm (straight after Pilates)