

**Present:** Jon Evans, Diana Tabernacle, Brian Miller-Hall, John Berry, Hayley Bird,  
Mike O'Brien, Ali O'Brien (via Zoom).

**1. Welcome and apologies for absence**

Alice sends her apologies this evening.

**2. The minutes of June 22 2021**

Reviewed and approved: a signed copy will be held on file. Those present agreed that any matters arising had been captured in the meeting agenda.

**3. Reports**

**Grants** Diana is keen to continue the grant application process as soon as we have necessary costings complete to work from. Good progress has been made in this regard by the Renovations sub-committee team, who have completed various actions swiftly since the last meeting. As soon as costings have been drafted Diana will continue to pursue various options. In the meantime, the suggestion that a Ross on Wye grant of up to £1000 has been investigated: as we are outside the town boundary regrettably this isn't something that we can benefit from.

**Western Power** The telegraph pole and overhead cables will be removed over the coming months. Our contact within Western Power has confirmed that we have 3-phase and this will be incorporated to the new supply. Brian will kindly continue liaising with Western Power until completion. No concerns or risks are anticipated in relation to these works.

**Renovation update** The team continue to seek clarification regarding the handover of the building back to the Trustee team. Various certifications are sought as part of this, including the handover certificate and documentation relating to building regulation requirements. Jon will continue to liaise with the Parish Council and all concerned (e.g. architects) to convey needs and clarify final items outstanding.

Whilst we have a set of keys to access the building currently, we will compile an audit log of keys and also ensure that doors are compliant with insurance regulations as part of ongoing renovation works. Key holders of new doors will be logged.

Quotes for Cost Manager (for a specification of works and costings), have been sought and we await some of these, expected to be received over the coming weeks. Our scope of works will be developed and communicated over the weeks and months ahead, prior to final completion and re-opening of the village hall. Trustee requirements are being fulfilled as we continue this path. Insurance requirements are also being reviewed.

Over the coming weeks we will continue to liaise with regard to funds available and remaining from the recent loan. Timelines are paramount to ensure that we are able to utilise monies originally agreed. Mike will continue to review options in this regard and discuss this with relevant parties: there are various raw material needs within the refurbishment that could be purchased if required, for example linked to toilet refurbishment, heating, or kitchen related. There are some decisions that need to be made before we can progress this too, for example floor levels. Diana kindly agreed to liaise with Brian and John regarding previous scoping conducted in relation to the toilet facilities.

**Treasurer report**

See reports attached, via the website. 3 signatories will be required on bank accounts; 2 of these are required to sign for any withdrawals and payments. The Trustees agreed that the Chair, Treasurer and Secretary would become signatories ongoing. Rising costs were discussed as well as prices of neighbouring village halls. There are some existing agreements which the Trustee team will review (Mike kindly agreed to distribute these). ACRE are partnering with a utilities organisation with an aim to negotiate improved energy prices for village halls, given that residential caps do not apply. We look forward to potentially benefiting from these when the hall reopens. In terms of future costs, the aim is for a prudent reserve to be held as a contingency fund of around £6000. The Parish Council are considering a project: to be confirmed.

**Photo** Ali will post photos of the Trustee team members on the website over the weeks ahead.

### **Ongoing Grounds Maintenance**

Strimming is complete thanks to Jon's pledge to sort the initial need to tidy up the grounds. Utilisation of volunteers is required to cover this ongoing, however whilst we consider the most cost effective way to cover this, John will liaise with local providers, to give us an idea of costs.

### **Furniture storage and dishwasher**

A dishwasher has been gifted to the village hall; we will liaise to collect this and store it over the coming weeks. We are really grateful for this gift, because we need to raise significant funds to complete the remainder of the renovation project. We have been asked to store the picnic tables in-house ongoing.

### **Passing place construction**

Regrettably the option to work with the developer on this has now passed, however we will continue to seek funds and donations to support the renovation via all possible avenues.

### **Robert Lewis recognition**

The Communications sub-committee will continue to consider recognition options.

### **Communications Committee**

Ali, Alice, and Hayley have formulated a Communications team. The next meeting is on Tuesday 26 July. We will decide in the meeting the scope of what we are trying to achieve in terms of what we communicate and how, both in relation to fundraising and keeping those interested up to date with ongoing progress prior to reopening the hall. The trustee's agreed that the newly formed team will decide on their remit, consider if an events team will be separate from this sub-committee (likely) and prioritise actions ongoing. Proposals will be discussed at the next ordinary meeting, planned for September.

The team is aware that some of the village may not be able to access the website to find updates. One of the aims of the team ongoing will be to seek clarification from those living in the village on what form of communication they would prefer to receive and if they are interested in updates ongoing. Whilst distribution of fliers is costly and time consuming, there is an aim to find out what is required and provide the best collective solution possible.

In addition, communications locally will continue to seek partnership and ongoing support from organisations too. We will continue to explore options in this regard. Ali O'Brian has in particular got a wealth of creative ideas about how we further fundraise and engage the village in fun activities to support the village hall, both prior to opening and ongoing. Various options were discussed, including partnering with other village initiatives such as newsletters, partnering with BARG potentially (Brian is arranging a meeting to discuss potential options) and adapting previously successful open day events.

Ali will continue to update the website: the Trustee team will submit anything for display during the last week of the month so that the commitment to provide an update during the first week of the month could be met as often as possible.

### **Constitution review**

We continue to seek support from ACRE on this. Utilisation of a template of a model document is a workable option, so that we have a document that states our objectives, purpose, scope, and how we will operate.

An initial review of documentation held has occurred. A further review, particularly of historic documentation, will occur in the Autumn. In the meantime, some money in obsolete notes has been found: Brian will sell these to raise funds for the refurbishment.

### **Our Mission / Aims**

Our initial aim is to get the village hall open. This will take considerable further fundraising which we are excited to embark on. We will continue to strive to achieve this over the weeks and months ahead, in the safest and most cost effective manner, whilst keeping those interested informed of progress.

In the future when the hall has reopened, we will review our overall aims again. This can include further engaging those previously involved in the success and progress of the village hall whilst also widening the scope to attract others who might not have experienced the village hall prior to closure.

### **AOB**

Communication and storage of electronic chat was discussed and changes to the application completed. A document has been formulated to track action ongoing, in conjunction with the minutes and agenda. This is a document containing a brief overview of specific tasks with an assigned champion, which can be accessed by the Trustee team to clarify progress on the various project actions. This will in future be listed as a topic for discussion in the 'reports' section of the agenda (we will focus on actions outside / off-track), led by Brian. In addition, the Communications team will also give an update in the meeting too, led by Ali. The next meeting will be in September, due to August holidays, with sub-committee works continuing in the meantime.