

Ordinary Meeting

Ordinary Meeting

4 April 2023 7pm Venue – Alice's place

Agenda & Minutes

- 1. Welcome
- 2. Apologies for absence – all in attendance this month
- 3. Minutes – March 2023 – approved – nothing to note
- 4. **Matters arising**

AGM – 16 May has been agreed – we have a plan of activities to prepare, and local people are being encouraged to come forward and join the team. Diana has decided to resign from the Trustee team and has pledged to help ongoing in informal ways: we are very grateful for her contribution. Brian and John, who have both done an incredible amount of work to lead the refurbishment, are also stepping down from the formal trustee part of the role, and will continue to help ongoing. Brian is likely to return formally after having a break for a year.

Agenda for the AGM is being devised, including some visuals on what has been achieved in the refurbishment. We look forward to holding the meeting in the hall and asking parishioners for views on priorities for us to aim towards in the next phase of the refurbishment. A drawing of phase two suggestions will be displayed at the AGM to invite feedback.

On 2 May we will finalise format of AGM 2023, including REFURB (not regeneration) focus and our asking for ideas around sustainability options and our mission/purpose/values/objectives.

- 5. **Reports**
 - a. **Refurbishment news and progress**

Another meeting in the hall will be arranged to check the priority areas for completion prior to opening – the Refurb team will have this and ensure that we are working as required in the correct areas. Some highlights on what's going on currently, in preparation for the opening:

The new flooring is being fitted this week.

Double doors are being finished – new handles and push plates will also be furnished

Fixtures & fittings are being progressed to finish phase one prior to the opening event in May (e.g. toilets fixtures etc.)

Electrician final fix is also being arranged over the next week or two

Heating will also be tuned soon, when parts have arrived

Certificates are being gathered for issue to building surveyor too; manuals are being kept on the safety file ongoing (electronic). A simplified manual will be drafted for users of the hall going forward

Fire extinguishers and fire blanket are in place

Hall Notices are also being considered, e.g. please turn off power when exiting – we will devise an 'exit checklist' prior to opening to hiring

Health and Safety notice is being written for 'do's and don'ts' in the kitchen, so that we comply with requirements

Toilet tiling – Ali and Hayley to progress this (Hayley has some spare tiles which might fit nicely)

Doors to external (patio and kitchen) must be openable prior to the event: this is being worked on as a priority

- b. **Grant application news**

National Lottery Awards

Toilet application in next phase is possible – providing the community deems this a valid need – this will be included in phase two potentially – we will invite a vote for this at the AGM. May 2021 file is being closed off currently (evidence is being sent off to NLA).

Wye Valley AONB Community Herefordshire Foundation

Our application is being considered at the moment, for the stone boundary wall contribution. Accessibility funding has been provided for the new doors to have been installed

Monmouthshire Building Society

Another application could be submitted in the future, with different content asking for something else (sadly the curtains application was rejected). £400 - £2000 applications can be submitted.

We are considering as a team areas for grant application that can be considered for our next claim, as part of phase two of the refurbishment. Di will work with Brian and John to identify the information needed.

Monmouthshire Conservatory Company

We have also applied for two blinds – the public choose via facebook votes which option will be supported.

- **c. Communications**

Ali, Hayley and Alice will schedule a new meeting to review advertising ongoing. Charlotte will be joining the team (yay).

Thanks for the notice boards from the Parish Council, we now have a place to regularly share news (as well as on the Website).

We will be focusing on preparing for our next phase two needs and fundraising.

We will also consider the pricing structure again, for the hire of the hall (linked to 'simply booking' scheme, digital management of the system: we will also consider this when we have a link to the system)

- d. Treasurer

A full financial year end report is being prepared and will be available at the AGM and published on the website after the independent checks on the accounts.

There is a list of necessities that need to be purchased as part of closing out this initial phase one of the refurbishment – we have just about enough to cover the essentials at this point.

The volunteer team have given significant amounts of their free time to get us to this point – it is an incredible effort to have reached this point. Trustee team members have not only given of their time, equally some works have been personally paid for and some materials funded too. Well done team, and thanks for all the generosity from volunteers and the village in terms of contributions of time and donations.

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

When we are hiring the hall regularly, we will be focusing on solutions in this area. In June we will review this further.

- f. Events sub-committee / plan

The key activity of the coronation opening event is the focus currently. There is an event diary published on the Website which highlights other plans currently scoped for the rest of the year.

There are a number of tasks related to the opening event that we need as a team to support Ali with. We will have another events meeting to support how we are preparing for the event.

- g. Sustainability sub-committee / plan

AGM – next visions to be outlined – ideas around world class facility / net zero community / clientele focus – engaging our community around options can be considered – community engagement that bonds us.

- 6. AOB

Booking capability on the website 'simply book' is being considered. The simplest route for this type of system might be: half day / day / weekend. Jon will send the link to Alice, as we have booking requests for use of hall for one-hour time-frames.

- 7. Date of next meeting – May 2, Tuesday, 7pm