

Ordinary Meeting

Weds August 13th 2025 7pm

Venue – BAVH

Agenda & Minutes

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| 1. Welcome | Hayley, Mark, Ali and Anthony in attendance |
| 2. Apologies for absence | Charlotte, Alice, Tim & Jon |
| 3. Minutes | Mark and Anthony confirmed these |
| 4. Matters arising | |

Our Annual return for the Charity Commission upload is complete with costs and income confirmed, but we are awaiting the option to upload the accounts themselves.

Stock, valuation, and where to purchase is being reviewed. Decisions were made on which beverages to invest in ongoing, based on sales and turnover.

5. **BAVH booking process**

a & b Should we charge a refundable deposit (to cover cleaning costs etc.)

It was decided not to do so, given the cost to us on Stripe and administrative burden.

c Cleaning generally – what are our needs, given that a large party left a mess

Ali will enquire with the cleaner, to see if it is possible to have 1.5 hours every Monday morning. We will update booking terms and conditions to state that cleaning is required after parties, if wish to be able to book the hall again.

d Queries regarding bookings, including those by local residents, please email to VH –
Admin team will then liaise with Trustees before responding – are we all in agreement on this process?

If anyone associated with the BAVH who isn't a Trustee wants to comment on arrangements, please check these with a Trustee first, who will be able to advise. We will continue to review Charity events on a case by case basis.

If anyone wishes to book use of the Stage, we'd charge a £20 fee for set up and dismantling.

Reports

a **Fund Raising**

The Parish Council will be emailed again regarding a request for contribution to the BAVH, including information on what we'd like to be considered. This could be related to our desire to invest in green initiatives, e.g. solar panels. If we are able to attend the September meeting and explain, this could be beneficial.

Steve Winney are being asked for prices on gravel and tarmac (2 different options) costs.

As before, those who volunteer for projects of significance can have a plaque added on the wall.

b **Events**

The recent Summer Picnic was featured in the Ross Gazette. Might we try a different format next year, for example 'it's a knock out'?

A 2026 planning meeting for Events is going to be held very soon.

A jumble sale is planned again as this went well last year.

The Halloween event is being organised by Anthony and Lucy, and Charlotte and Ali are arranging games. Tracey will be providing Hot Dogs.

Right now we need to find volunteers to run the bar for the August Pub Night. Mark will be around as a Trustee (and will run the bar if necessary)

When there are privately organised events, where the bar is being opened, a Trustee is still required to be available, to ensure that we comply with licencing requirements. The preference is that a Trustee is on site even during those times.

In November an event will be arranged to watch a sporting event. The Quiz Night will be hosted by Mike, in terms of Quiz Questions.

Two Arts Alive events are planned for 2026.

A procedure for opening the bar is being scoped, so that the various tasks that need to be conducted in preparation are easily accessible for those that need them. Similarly, a procedure for use of Sound System is also being drafted by Mark.

c Treasurer report

The report has been circulated to Trustees. The process of 'approvals' has now been sorted.

The reserve is now held at £2000, agreed by Trustees present.

We continue to review the cost of a Sum Up machine. Currently these are more than £300 which don't seem worth it. We might be able to source one for less.

Income from Events has risen, due to the successful introduction of pub night (more than £350 is taken at each event). Replacement lights will be purchased for around the bar area. The internal area of the bar might be painted at some point too.

Hall Hire income is a little down however, due to a few less bookings.

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

The CCTV policy has been revised. Next review will occur September 2026.

The Fire Alarm System annual review is occurring soon. The cooker is also being tested regularly.

Gardening tidy up is needed. Perhaps we can organise another volunteer day. There is also the need for some painting and other external maintenance.

The watering system for the new saplings needs to function appropriately (sometimes those using the hall turn it off due to noise, and then forget to turn it back on). Other hedges around the site also need to be maintained.

The Risk Assessments are having their annual review too.

The Disability related features continue to be reviewed.

Ali is investigating a replacement lock for the door that doesn't have a key.

Our Contents at the BAVH are being reviewed by Mark, for insurance purposes.

AOB

There are a number of new members of the village. Mark offered to distribute fliers so that all are aware of what the BAVH has on offer. Perhaps Alice might be able to support by printing.

Date of next meeting

Wednesday 12th November, 7pm, BAVH