

Ordinary Meeting

Tuesday 30 May 2023 7pm Venue – Alice’s palce

Agenda & Minutes

1. Welcome – the new Trustee’s, Tim and Anthony and Charlotte join tonight for our first ordinary meeting as a new team
2. Apologies for absence - no apologies
3. Minutes – May 2023 - minutes agreed from the last meeting earlier in May (this meeting is in lieu of a June meeting for availability reasons)
4. Matters arising - Maintenance requirements will be discussed – a focus will be put on this, and various other standard work tasks, at the July meeting
5. AGM – some further actions on Hayley to be completed, see Gantt chart distributed on May Agenda – all in hand, Tim to provide form please
6. Frequency of meetings – suggestion for quarterly ordinary meetings rather than monthly (e.g. Tuesday 11 July; Tuesday 10 October; Tuesday 24 Jan) - sub-committee meetings will occur between ordinary meetings – reports will be coming in on a regular basis between times – bi-monthly meetings will be trialled in the meantime and we will keep quarterly meetings in mind for the future. So we will meet in July and then **discuss quarterly as an option again in the future**, see how we go.
7. Reports
 - a. Refurbishment news, progress & maintenance matters ongoing

Phase two requirements will be prioritised as we continue to fund raise over the months ahead. A second phase will be outlined and communicated. **This will be decided at the next meeting in July, and assign weightings as priorities.**

The main certificated aspects of the maintenance report need to be transferred to a spreadsheet as an organised system of requirements.

We need to devise which responsibilities are going to be reported on and who is going to be responsible for which areas ongoing.

The current (orange) chairs are being restored via volunteers painting the legs, which will perk them up

Jon, Anthony, Charlotte, and Alice require actual keys (rather than using the coded box system)– Hayley to get them cut, distribute, and ask Mike to keep a note on the log too.

Please see notes in Finance Report section below on refurbishment news.

- i. Risk assessments need to be conducted

Documentation on risk assessments is available on ACRE: Anthony has kindly volunteered to take responsibility for these tasks, and maintaining assessments and documentation, ongoing. A risk register with high risks identified will be maintained.

Some aspects of areas identified for risk or maintenance will be covered in our ‘maintenance’ responsibilities, such as stocking the first aid cabinet.

- ii. Waste disposal – we are now signing up for weekly collections from the council

The county council collections have now been signed up for. First collection is 9 June.

b. Grant application news

No news since the last tracker review in the last meeting. Themes will be identified going forward in terms of what we need, as this might stand a better chance of having funding awarded.

Let's keep our eyes open around us for any opportunities.

Di has kindly offered to continue to pursue grant opportunities: Anthony found an option that we will liaise with her when back from holidays.

c. Communications & Events

Facebook is gaining momentum: we are now on the Ross Community page locally.

June news update is being drafted – thanks Ali and Charlotte for the updates and social media work.

Word of mouth is working well to spread news of events in the village.

In the future, advertising in Ross Voice might be an option. Hayley will find out costs.

The news articles will be switched to appear on the front page of the website. Ali and Tim will review this.

The Gallery section on the website also needs some work. Charlotte, Ali, and Tim will work on improving this area.

i. New electronic bookings system for the website

There are a few specialist village hall apps: we need an off-the-shelf version with a reasonable price: booking, deposits, and invoicing to self-manage required: Tim will review options and feedback recommendations to the Officers.

ii. Booking agreement process (terms and conditions of hiring the hall) and content of documentation (including possible separate account for bookings – Ali)

Ali has distributed the paperwork to everyone: Terms and Conditions have been lifted from the ACRE website: these are stored on the BAVH website for reference.

Ali and Alice are conducting a review of existing terms for further review by us all when distributed for input.

iii. Email update (Ali)

Enquiries email has been removed from the website: so that any individuals sending to the enquiries email will be sent automatically via divert to the 'admin' email address.

Events schedule

The website has been updated with events. Regular and Future events are both updated. 14 July = Quiz Night. Fish and Chips game night will be scheduled for 17 or 18 November, depending on the F&C provider's availability.

River talk will be conducted in June or July.

Another meeting is being held on 30 May.

d. Treasurer Report

Available on request via the website if required. Year ending April 2023 will be posted on the website.

OHNS licence is being agreed currently, and will soon be firmed up. At daytime events, visitors using the Hall will block in Nursery vehicles in the middle of the car park. Where there is a need for further car park access Alice will seek to move to the Church parking.

Budgets are being provisionally drafted currently, considering running costs ongoing.

Charity Commission requirements are being drawn up currently in terms of revenue related questionnaires.

We currently have £6000 in addition to our contingent prudent reserve. We have provisionally allocated the majority of this for curtains, poles, fire proofing, and pots and pans.

The Access toilet needs some further adapting to ensure fittings are in an appropriate colour.

We have an amount that is unallocated of £1700, within the £6000, everything else is accounted for.

We have an amount on grant of £2000 towards the wall repair, which needs a further £800 to complete the works. We will continue to have this repair conducted.

8. AOB

Current constitution will continue to utilised ongoing.

The breakfast event mug gifts for volunteers have now been distributed.

Jon will discuss various manuals with Brian and John. Certification sign off is almost there too.

Various responsibilities and duties such as cleaning and hall checks will be shared between us as volunteers for now.

Offering wifi in the future would be beneficial; Jon will review options on this.

9. Date of next meeting - Tuesday 11 July 2023