

Hale Village Hall Council of Management
Minutes of Meeting held on 12th November 2024 at 7.30pm

Present

Jacqui Hartas (Chair)
Debbie Vine (Secretary)
Gary Adams (Treasurer)
Mark Nobes (Health & Safety Advisor))
David Mussell (Horticultural Society)
Gary Kyle (Parish Council)
Sue Adams (Brownies)
Julia Nobes (Trustee)

Apologies

James Stuart (Villager Representative)
Richard Barlow (Cricket Club)
David Keniston (Village Representative)
Sarah Pook (Village Representative)
Marjaana Batterbury (Hall Manager)

1. General Introduction

- a) Apologies for Absence – As above
- b) Declarations of Interest – Mark Nobes declared an interest in Item 2.
- c) Confirmation approval of Minutes of last meeting held on 23rd September 2024 – Approved.

- 2. Resignation of Julia Nobes as External Examiner and proposal to co-opt her as a Trustee and ask Andrew Lovell to stand as External Examiner** – Julia left the Meeting whilst this was proposed and both proposals were agreed. Julia re-joined the Meeting.

3. Chair's Report

- a) Update on the defibrillator – New adult pads have been replaced. The child pads are out of date and are on order, but we are assured adult pads can be used for children. Jacqui advised that Sue McNulty intended to resurrect the First Responder Group and anyone who was interested could go on the next course.
- b) Gas Contract Renewal (7 months) – the issues with SSE billing continue and they seem unable to establish or clarify what the issue is. The gas contract has been renewed for 7 months and will now finish at the same time as the electricity contract and hopefully they can both be moved to a new provider.

4. Treasurer's Report

- a) Financial Report - Year to Date

Income from Hall £25,039

Legacy/IDonations £28,105 (Includes £3,000 from Transition Group for roof insulation)

Grants £36,652 (W Solent Solar £3,000; NFDC £11,160; ACRE £5,000; Bernard Sunley £5,000; Lottery £11310)

Total Income £89,796

Running costs £19,625

Downstairs Toilet £13,436

Grant Funded £31,712 (Thermal Insulation £26,160; Deposit for acoustic insulation £5,552)

Expenditure £64,775

Net Increase in funds £25,022

Cash in Bank and in Hand (excls magazine) = £98,489 – includes Grant for Shower Room £11K)

Last Two Months,

Signed

Countersigned

Date:

- Key Income and Expenditure Items.
Income £28,806

Regular hires £2,740
Private/Corporate Hires £-
Own Events £1,474
Grants Received £24,485 (W Solent Solar £3,000; NFDC £11,160; ACRE £5,000;
Bernard Sunley £5,000)
Other Income £88
Expenditure £7,254
Deposit for Acoustic Insulation £5,552
Cleaning £567
Utilities £ (1619) – due to Credit from SSE of £(1,952)
Food/drinks for Events £564
MPLC £316
Premises License £180
New TV Downstairs £426
Deposit for Entertainment £298

- b) Review of Reserves Policy, Bank Signatories and Approval to Spend – Gary advised that after 10 years as Treasurer he intended to step down from the role and proposed that Julia Nobes should take over as Treasurer with effect from January 2025. The proposal was agreed and Jacqui thanked Gary for his hard work. Gary will remain on the Committee.

It would be necessary to change signatories on the bank account and Jacqui proposed that the three signatories be herself, Julia Nobes and Debbie Vine, with Julia Nobes always being a required signatory.

Gary presented his reserves proposal in line with the agreed practice of an annual November review. It was proposed that the Total Required Reserves of £68,120 agreed for 2023 be increased to £73,703 for 2024. Figures were shown for the reserves agreed last year and he proposed that the 'sinking funds associated with some of the items be increased in line with inflation. Match funding would be increased to £10,000 to cover receipt of any further grants particularly in relation to the lighting, PV panels, battery and toilet extension. All proposals were agreed unanimously.

- c) Review of Pay for Cleaning – It was proposed that an increase to £13.00 per hour be made for the cleaning of the Hall which was unanimously agreed.
d) Review of Hire Rates – It was agreed that there would be no increase to hire rates for the forthcoming year.

5. Hall Manager's Report

- a) General Report – Jacqui reported in Marjaana's absence. Tai Chi classes have been suspended due to a teacher health issue, but it was hoped they would recommence soon. A wedding reception has been booked for October 2025 at an agreed hire fee of £500 and a deposit of £200 paid.

6. Health & Safety Report

- a) General Report – Mark reported that he had carried out the Risk Assessment for Fire Safety, Legionella and Health and Safety. New fire doors had been fitted where required and it was noted that 2 door guards require replacing. A review of the fire limits had also been done and were below the maximum required.

7. **Approval of Revised Policies** - The revised policies had been circulated to Committee Members prior to the meeting. Mark asked for any feedback prior to approval at the January meeting. He proposed that these be reviewed again in 3 years unless there were any changes to the building. Following approval Mark would ask David Keniston to put them on the website. David Mussell asked whether the fire alarm was audible externally which it is not as it is intended to evacuate the building in the event of fire. After discussion it was agreed to investigate the cost of an external alarm with remote monitoring.

Signed

Countersigned

Date:

8. Hall Improvement Updates and Spending Decisions

- a) Lighting – A grant of £3,000 had been received and a reply from SSE for a grant of £8,000 is awaited. Further discussions need to take place with the electrician and so this matter will be placed on the agenda for the January Meeting.
- b) PV Panels and Battery – Two quotes have been received but are subject to viewing. Jacqui to obtain one further quote.
- c) Accessible Toilet Extension – Jacqui advised that the Parish Council were happy with the plans, and she would therefore serve notice on them to apply for planning permission. It may be necessary to look at the bin store location. It was agreed to close the recycle area as it is not used.
- d) Benches – Discussion on this is deferred until the January Meeting.
- e) Purchase of a Portable De-humidifier – there has been an increase in condensation since the new insulation was fitted and it was agreed to purchase a portable de-humidifier for use where required.
- f) Replace Lock on Front Door – There appears to be an issue with the batteries which Mark is monitoring now so this will be deferred for the time being but will be replaced if necessary.
- g) Tree Survey – Historically the Parish Council and the Village Hall had shared the cost of the tree surveys which were carried out under an NFDC contract. Both parties now employ their own surveyor and the surveyor requested by the Parish Council erroneously surveyed the Village Hall Trees instead of those under the responsibility of the Parish Council. Some minor works have been recommended and these will be discussed further at the January meeting.

9. Events Committee Update

- a) Village Halls Week – 17th-23rd March 2025 – Discuss at the January meeting.
- b) Barn Dance – 23rd November – tickets still available.
- c) Wreath Making and Pop-Up Pub -30th November
- d) Abba/Queen – 29th March 2025 – advertise in December and February magazine.

10. Magazine Update

Jacqui summarised the latest position as follows:

CARRIED FORWARD FROM 2023	£4,234.80
INCOME 2024	
Advertising 2024 in 2025)	£1,745.00 (+ £760 invoiced but not yet paid and £400
Donations	£1,457.00
Gift Aid Rebate	£ 164.99
	£3,366.99
EXPENDITURE 2024	
Printing	£3,902.75 56 pages x 2 – 60 x 2 – 48 x 2 – 52 x 4
Envelopes	£ 222.18
	£ 4,124.93
BALANCE	£3,476.86

Estimated printing costs to December will be £400
Estimate for 2025 is £4,400

The magazine is continuing to break even.

11. Any Other Business

Mark Nobes gave a brief update on the issue of Martyr's Law and its relevance to Village Halls. This Law was introduced by the previous Government to ensure stronger protections against terrorism in public places and would come into effect where 100 or more people were gathered. It is still hoped that Village Halls will be excluded, and the matter still has to pass through the House of Commons.

The Meeting Closed at 8.35 pm

Date of Next Meeting – Tuesday 14th January 2025 at 7.30 pm (tbc)

Signed

Countersigned

Date:

Signed

Countersigned

Date: