

Hale Village Hall Council of Management

Minutes of meeting held on 9th January 2024 at 7.30pm

Present Jacqui Hartas (Chair)
 Mark Nobes (Secretary)
 Marjaana Batterbury (Hall Manager)
 Richard Barlow (Cricket Club)
 David Keniston (Village Representative)
 Gary Adams (Treasurer)
 Sarah Pook (Village Representative)
 Gary Kyle (Parish Council)
 Debbie Vine (Village Representative)

Apologies James Stewart (Village Representative)
 David Mussell (Horticultural Society)
 Sue Adams (Village representative)

1. General Information

- a) Apologies had been received from the above.
- b) No declarations of interest were made
- c) Minutes of the last meeting (14th November_2023) were discussed.

Matters arising:-

Item 1 – Jacqui confirmed the sign had been bought and was awaiting installation

Item 7 – Mark had investigated the ground immediately outside the door to the outdoor store, and it would appear the ground level has been raised over several years due to leaves etc. There is a downpipe to the side of the entrance and he thought it would be easier and more cost effective to remove some of the ground down to the previous level and then add suitable drainage to pick up on the downpipe drainage, rather than spend on a flood barrier He would discuss further with Ashley Gadd.

No amendments were made to the presented minutes and they were duly approved

2. Chair's report

Nothing to mention.

3. Treasurer's report

Gary presented his Treasurer's report for figures up to 31st December, 2023.

Total income for the year to end 2023 is £49343, including grants £19822 (£10000 of which is from National Grid for the downstairs toilet). Our expenditure is £20212 giving us a surplus of £19331. Cash in bank and in hand totals £73467 (including grants) but excluding magazine funds, details of which would be mentioned later in the meeting.

In the last two months, income was £2605 and expenditure was £3771, Gary presented a summary of the main items. Although this month's expenditure exceeded income Gary was not overly concerned, given the

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nature of some of the one-off expenditure items at this time of year, but he would monitor closely. He also presented the financial income and expenditure summary to date (previously circulated to all Trustees), and a statement of the reserves.

At the moment we are holding the majority of our funds in a low interest account and Jacqui and Gary proposed to the Trustees that advantage should be taken of some of higher interest earning accounts available. One in particular, Metro Bank, were offering 4% on a variable instant access account and 5.6% on a one year fixed term account. Gary had suggested that up to £50000 was available to be transferred and possibly split across both instant access and fixed term accounts. Debbie suggested that it may be prudent to also invest in different institutions to spread the risk and the Trustees present felt this was a sensible approach. For the time being, the following was agreed by the Trustees:-

- a) that £25000 would be invested with Metro Bank on a one year fixed rate account
- b) that Jacqui Hartas (as Chairperson) and Gary Adams (as Treasurer) would be the Key Officials
- c) that the signatories would be Jacqui Hartas and Gary Adams

Metro Bank required that a signed copy of the minutes of the meeting should be presented with the application, which needed to be made in person by Jacqui and Gary, so it was agreed that Mark would circulate the minutes as usual after the meeting and obtain ratification via email from all the Trustees to avoid waiting until the next meeting in March.

Additional accounts and financial institutions would be investigated and findings presented at the next meeting with a view to invest the remaining £25000 available.

4. Secretary's report

Mark reported that the shutters in the kitchen had become problematic after local power surges and outages, requiring them to be reset after each event. Mark would monitor and raise with HC3S if this continued to be an issue. In the meantime instructions had been left in the kitchen to enable the shutters to be reset without Mark having to attend.

5. Hall Manager's report

Marjaana mentioned that the Brownies would have one preliminary meeting in January before restarting in February. She was also now issuing new agreements and hire conditions as agreed at the previous meetings relating to cancellation periods and charges, and had revised the booking forms.

6. Update on hall improvements and funding

Roof insulation – This was set to go ahead in the summer holiday period, and funding was currently at £20000. Although the quote had been for circa £26000 including Vat, the contractor chosen was not VAT registered and therefore we would be able to save the VAT if we employed him directly, and this was agreed. NFDC had also indicated that there may be additional funds available to make up some of the shortfall but Jacqui said this was yet to be confirmed. Gary Kyle stated the Parish Council grant had been confirmed.

Toilet downstairs – Sean the builder had started work on the new toilet and progress was good. The access to the old cupboard had been created and the existing doorway blocked up, plus the soil pipework had been installed up to the outside wall of the hall. The plumbing work had commenced and the electrician was due to start on Friday. It was hoped the works would be completed within a couple of weeks.

Garden canopy – Planning consent was required and we would have to apply directly to the National Parks Authority as the Parish Council unfortunately weren't in a position to be able to fulfil the necessary criteria to be able to do it on our behalf. Ashley Gadd had offered to do the application for us. Sean the builder was to create suitable concrete foundations for each post whilst he was here for the toilet project.

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Shower room floor and walls – The trial with the dehumidifier had proved to be worthwhile as there been a definite improvement in the humidity in the shower room, so it was proposed to fit a permanent dehumidifier once the electrician had installed a suitable fixed power point. Thanks were given to Ashley for the loan of the dehumidifier.

9. Magazine update

Jacqui summarised the latest position as follows:

Carried forward from 2022 £4,338.77

Income for 2023

Advertising 2023	£ 855.00	(total £ 2,555.00)
Advertising 2024	£ 1565.00	
Donations	£ 1350.00	
Gift Aid Rebate	<u>£ 237.53</u>	
TOTAL	£ 4007.53	

Expenditure for 2023

Printing	£ 692.00	2 x 48 pages @ £346
	£ 1847.50	5 x 52 pages @ £369.50
	<u>£ 1179.00</u>	3 x 56 pages @ £393
TOTAL	£4111.50	

BALANCE £4234.80

All looked good to be able to continue to offer the magazine to the community.

11. Any other business

Jacqui would organise a meeting of the Events committee to plan the approach for 2024. ‘Culture-in-Common’ – a local events source – had sent information relating to the type of entertainment they could put on and this would be considered at that time.

David suggested that we could to send a card on behalf of the Hall Committee to the Ropers, following the passing of Steve Roper in recognition of his work relating to the Social Committee. Jacqui agreed to do this on behalf of the Trustees.

Village Halls Week was programmed for 18th – 24th March, and Jacqui proposed that she would register our interest at this stage but not necessarily commit until more details were available.

Meeting Closed 8.24pm

Date of next meeting Tuesday 12th March 2024, 7.30pm

Minutes agreed:

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Date