

Whaddon Village Hall and Recreation Ground Trust
16th January 2023 at 8pm

Present: Anita Birch– Chair
Karen Coningsby – Secretary
Peter Haselden - Treasurer
Steve Coningsby, Gabby Van Poortvliet

1. Apologies for absence

Apologies were received from Lee Ginger and Steve Argent.

2. Declaration of Interest

There were no declarations of interest

3. Minutes of previous meeting

Minutes of the previous meeting of the 7th November 2022 were agreed and signed by Anita Birch.

4. Matters Arising

- Review of Trust Deed – meeting set for 13th February to agree any changes that may be required. Lease and deeds to be sent to all trustees in advance of the meeting. **KC**
- In order to move forward with any resolution, the Village Hall Trust must have responses from all interested parties. Anita Birch to email South Cambs Dog training club again. **AB**
- Karen Coningsby and Anita Birch to create an induction pack for new Trustees and Volunteers. This will include copy of deeds, Roles and Responsibilities and Trustees form. **AB/KC**
- Anita Birch brought forward the suggestion of the Trust to consider Hallmark status. Agreed to consider this later after AGM. **AB**
- **Wall painting** – Newly painted walls are showing some scuff marks. Anita Birch to hang signage to ask hirers to be aware of causing further damage to the walls. **AB**
- **Web Site** – Lee Ginger informed the Trust that the Parish Clerk has now had some training in regard to the village email system Discussion is ongoing with the Parish Council in relation to the PC information held on the village website. Lee to update at next Trust meeting. Ongoing. **LG**

5. Correspondence

Appointment of Trustees – Supportive statements received from both Marine Boulter and Paula Tucker for their application to become Trustees. Will Oliver is willing to help when needed, but has withdrawn his application. No response from Brian Girling to our request for supportive statement to his expression of interest. Anita Birch recommended the recruitment of both Marine and Paula as co-opted members of the Trust. All other Trustees in agreement to appoint. All necessary documentation to be sent to both.

AB

Platinum Funding – 1st stage of application closes on the 20th Jan 2023. Lee Ginger has investigated the application process for solar panel installation. Up to 20% of capital spend available in the form of the grant. It was provisionally agreed that both the Village Hall Trust and Parish Council would match fund the remainder. However, upon further investigation Lee Ginger did not feel it was appropriate to continue with the application at the present time. Lee to investigate solar panel installation companies locally to scope out requirements and costs. Peter Haselden to look at possible application using previously provided quotes for Garage project, to include solar panels (onto garage).

PH

Agreement by all Trustees that if the funding application were successful, a substantial fundraising initiative would be required to support the project and that not all Trust held funds would be allocated to the project.

Complaint – Complaint received from The Bridge First Aid Group on Tuesday 11th January 2023. The hirer was required to sweep the hall to clear dog hair from the floor. The hirer expressed concerns for others using the hall, in case of pet allergies.

6. Building, Lettings and Maintenance

Garage – No discussion on the Garage. Peter Haselden to review figures after we have closed the account in March 2023.

PH

Light & Alarm check

Terry Allison has been in communication with Rose Fire to see if we can reduce the cost of light and alarm checks. Anita Birch to confirm when Rose Fire are due again.

TA/AB

Weeds around the hall are starting to grow. Jonathan Burgess (Handyman) to be approached to deal with them.

Paint flaky around the eaves on the Village Hall. Some of the wooden parts are rotten. Steve Coningsby has scaffolding, and he will investigate. Anita, Jonathan and Peter to assess the viability of the work being done by the Handyman or if we require contracted decorators.

SC/AB/
JB/PH

Garage - The lock on one side of the garage door has had the key broken in it. Steve and Peter Coningsby have fitted a new lock There are now two keys, one for each lock. Mark Newbury (cricket club) has been informed as he uses

the garage for the cricket club machines. He is happy with two keys.

Anita Birch has booked on a workshop ran by Cambridgeshire Acre Managing energy costs in Village Halls, 24th January 10-12 pm. Decembers energy bill was £667.

AB

Karen Coningsby to send an email around all users regarding the increasing costs, asking all hirers to keep windows closed and minimising their use of electricity, where possible whilst using the hall.

KC

Agreement by all Trustees to reduce the temperature in the back hall to 17 degrees, front hall to 18 degrees, in order to reduce costs as able. Hire charges will need to be discussed at the AGM, in light of exponential growth in our running costs.

7. **Playground**

Nothing to report from Handyman checks as such. Karen Coningsby did receive an email regarding the Zip Wire, appears to be slack and steps as they are slippery. Jonathan to investigate if there are any remedial works he can complete.

JB

ROSPA – Anita Birch is awaiting inspection date from Online Playgrounds (previously Fenland).

AB

8. **Finance.**

£2656 Income

£34286 cash

Peter Haselden looking to open a charity account. He will investigate.

PH

9. **Polices & Procedures**

Production of policies is on-going:

Safeguarding – Karen Coningsby

Health & Safety - Anita Birch

Finance – Peter Haselden

Trustee Rolls & Responsibilities – Gabby Van Poortvliet has sent shortened version to all Trustees.

Due to work required on the Trust Deed, Trustees agreed to extend timescale for production of Policies and Procedures.

10. **Events**

Film Night- Top Gun (the original) to be shown 12th November 2022. Profit of £170. Was a good evening. Next film will be Top Gun Maverick probably end of February. Anita Birch to check with Steve Cross.

AB

Village Fete – Anita Birch sent out an email regarding help for the Fete and she has had a good response. Ten parishioners are willing to help. Date to be arranged for first meeting. **AB**

Kings Coronation –Jonathan Birch's has been in touch with those who organised the Queens Platinum Jubilee and they are willing to organise the Kings Coronation. Possible Disco on the 7th DJ Steve. Disco will cost £250 +VAT. Agreement by Trustees to split cost of disco with Parish Council, if that is what is organised for the celebration. Anita to report any update of plans at next meeting. **AB**

Christmas Tree Lighting – Anita Birch reported a successful Tree decoration and lighting ceremony in December. Voluntary donations were given by those attending and a profit of £30 was made. Date for this year 3rd December.

Any other Business - Anita Birch reported her intention to resign as Chair at this year's AGM in May.

Dates for this year.

6/3/2023

15/5/2023 possible AGM

3/7/2023

4/9/2023

6/11/2023

15/1/2024

11. **Meeting finished at 21.17pm.**
Date of next meeting 6th March 2023 at 8pm.