

Whaddon Village Hall and Recreation Ground Trust
1st July 2024 at 8pm

Present: Jonathan Birch - Chairman
Karen Coningsby – Secretary
Claire Hales, Gabby Van Poorvliet, Steve Coningsby, Peter Haselden

1. Apologies for absence

Apologies were received from Steve Argent, Marine Boulter & Lee Ginger

2. Declaration of Interest

There were no declarations of interest.

3. Minutes of previous meeting

Minutes of the meeting on the 20th May 2024 were agreed and signed by Jonathan Birch.

4. Matters Arising

- **Heating** - The maintenance is due March 2024. Will look around to see if we can find anyone else to undertake the maintenance. Still no update. £180 in 2023 for maintenance renewal. Jonathan Birch to chase up. JB
- **Booking form** – Need to add to the booking form re parking so we don't hve a lot of parking on the road if the event is going to use more than 15 spaces then the overflow parking can be opened. Karen Coningsby to email Nigel Strudwick to alter the form. KC

5. Correspondence

No correspondence only emails which have been sent to all trustees.

6. Building, Lettings and Maintenance

Light & Alarm check - Terry Allison checks lights and alarm.

Insurance – We have withdrawn the claim re subsidence. Peter Haselden is going the Omnibus due to the way the insurance company has treated the situation. Need to do remedial work on the downpipes. We may possibly change the insurance company.

Insurance wants an electrical check. Jonathan Birch is waiting on a quote from Rose Security. Jonathan to chase them up. JB
Steve Coningsby will contact his electrician for a quote for the the electrical check.

Solar Panels –

We have now had 3 quotes all varied due to the battery. Cambs Solar very expensive.

The Greenway Solar - £16900 we should be able to get the VAT back as a charity. There is a saving due to having a battery.

Cambs Solar would need to requote. The battery would need to be located outside the hall. We would need to apply for grants would need to get at least half of the quote. We would pay £8500 all-inclusive of VAT.

Garage – Nothing sorted on the garage. Once the funds are back up to £50,000 we sort the garage out. This is now on hold. Need to sort what size is required and if we need planning permission. Jonathan Birch to talk to Mark Newberry to measure up. **JB**

7. Playground

Jonathan Burgess found a missing piece of decking last week on the zip line platform and put in a temporary replacement. I think it is probably time to replace the decking and slope before they degrade further and risk more coming off - the rot was pointed out on the ROSPA report. I've looked at timber and fixings and should be no more than £150. the committee has agreed to Jonathan continuing with the repair.

8. Finance.

Total income £13100
Expenditure £9,900
£38,532 – accumulated funds
£41,000 in the deposit account
No Audit if less than £25K

Post for savings account is going to Jonathan Birch.

9. Polices & Procedures

Safeguarding – Jonathan Birch has approved Safeguarding policy. Karen Coningsby to send to all trustees for their approval. Once all agreed Karen Coningsby will send out to all regular hirers if they don't have a policy, ask them to agree to adhere to our one. **KC**

Finance Policy is the only one left outstanding. Jonathan Birch to speak with Peter Haselden. **JB/PH**

Fire Policy – Gabby Van Poorvliet will have a look at this one. **GVP**

10. Events

Race Night – Anita Birch has the CD for a Race night. Date 28th September.

Fete – The fete is on the 13th July. There are 15 traders who have requested stalls. There are a number of village stalls including children games etc. There are also a Tombola and Raffle.

11.

AOB Gabby Van Poorvliet reported on the Basic new Trustees training.

1. Official custodians - do we need a lawyer – need to ask Lisa Chambers from Acre. May need to change the land registry.
2. All meeting are closed meetings except the AGM. The only minutes that need to go on the website are the AGM. Need to be careful on

wordings in the minutes. The trustees are the only ones that need to see the minutes. Only send minutes to the Parish Council stating confidential for their use only. It was proposed we put them on them on the website being mindful if there is anything confidential in them as they may need to be amended.

3. Policies – need to be revised yearly. This need to be added into the schedule.

Caravanners – have booked 20-22nd July 2025. They only require the field and not the hall.

Dates for this year.

2024

2nd September - AGM

4th November

6th Jan 2025

12. **Meeting finished at 21.15pm.**
Date of next meeting 2nd September 2024 8.pm AGM