**Minutes of Norton Village Hall Management Committee Meeting**

**Wednesday 5th June 2019, 7.30pm (at Herdwick House)**

**Apologies**

* All present, HG had flagged slightly late arrival

**Approval of Minutes**

* May (previous meeting) minutes agreed and signed off.

**Finance AW**

Current Account : £ 123.98

Deposit Account : £ 14,402.80

* AW warned of potentially high water bill coming soon due to installation/commissioning problems with ‘Cistern Miser’ controls on gents’ loos which caused 3 day overflow! There is a pending bill to go out for £431.84, and the new system is currently switched off until contractors can properly commission it and then hand it over , **ACTION GW**
* AW reported Saxon fire cert has been renewed and is available in VH for inspection
* We loosely discussed the concept of applying extra hire charges for those hirers who might make extensive use of the kitchen – see later comment under ‘Building’

**Legals All**

* Upload last month’s minutes onto website as usual, **ACTION PJ**
* AJ & PJ summarised our position as committee members and ‘Charity Trustees’ after extensive research via Suffolk ACRE guidance docs
	+ We, the NVHMC members are indeed ‘Charity Trustees’ of the NVH charity #1063062 as registered on the Charity Commission website
	+ The Parish Council is the ‘Custodian Trustee’ of the same charity, although no PC members have been registered within the CC profile for many years
	+ The wording of our Dec of Trust demands that there should be 2 ‘elected members’ on our committee alongside the other ‘representative’ members, and that these elections should take place at our AGM. It is unclear as to whether or not such election refers to, for example, PJ being voted into the Chair in 2017, or that there is an expectation that PC members should be elected onto the NVHMC. In any event, this group agreed that there really ought to be regular and direct representation from the PC as Custodian Trustees, **ACTION PJ**
	+ The Dec of Trust is outdated and requires refreshing, but AJ reported a clear indication that we can legally alter or amend the content of our own DoT, and it was agreed that this should be updated in tandem with the PC, once their engagement has been secured, **ACTION PJ & DEB** (PC Chair)
	+ Our recently renewed and enhanced insurance cover with Zurich under their ‘Village Hall Plus Group’ policy is deemed adequate for our needs as ‘Charity Trustees’
	+ Susie to send risk assessment paper for our perusal, and PJ & RA to check inclusion of anything similar in T&Cs on website against bookings. AJ to check out Suffolk ACRE guidance as well, **ACTION SD, PJ, RA, AJ**
* PJ reported that there is the possibility of arranging external recruitment for voluntary committee roles via Community Action Suffolk, an indication having come through via Twitter (@HallSuffolk). It was agreed that PJ would seek more detailed information on this, eg IT person, bookings manager, accountant etc, **ACTION PJ**
* Possible return of Keith Jaggard & Alan Taylor to the VHMC

**Bookings RA**

* RA reported a generally positive picture for bookings
* Hunston have again reserved the VH for their Burns Night next year, £112
* We have another wedding booked for next July!
* Despite receiving a few recent bookings through the website auto-booking system directly it looks, nevertheless, that online take-up is very slow indeed. This causes RA to fall back on a lot of manual interventions, and shortcomings in the system software are such that his task as ‘Bookings Manager’ is now taking more time than his old paper based system used to. This is not acceptable. Reaction and responses are as follows :-
	+ RA to compile a short review of system problems in order to outline the types of difficulty experienced, and also to show the work involved in by-passing these issues, **ACTION RA**
	+ PJ to contact Studio 2450 (Paul Grosvenor) to review these problems and to ascertain potential upgrades, or indeed conditions of withdrawal from their system
	+ Obviously the Studio 2450 system includes not just online-auto-booking capability, but our new website too [www.nortonvillagehall.com](http://www.nortonvillagehall.com) and we would probably lose the lot if we do not renew. Renewal date is 1st August. PJ to investigate further, **ACTION PJ**
	+ Suffolk ACRE have flagged an alternative VH booking system, so AJ to investigate that, **ACTION AJ**

**Building, GW**

* Doug Meade away on hols. No known date for supply of runners and for completion of stage work. External render job completed just before Twinning weekend, but need to check and clear gutter in that area to prevent over-spill onto new render, **ACTION GW & PJ**
* ‘Cistern Miser’ converted to electricity supply instead of batteries by Adam Dowd, but lack of proper commissioning caused 3 day overflow and now turned off. When we can get contractors back together, proper settings will be applied and the system re-activated, **ACTION GW**
* GW to ask A Dowd about the practicalities and cost of metering power supplies to kitchen**, ACTION GW**
* Birds are a problem – GW suggested a bit of observation in order to ascertain point(s) of entry before remedial action is taken. Probably need to check full length of roof soffit/gutter area front and back, **ACTION GW & PJ**
* Stage curtains (black) cleaned and stored ready for re-hanging after slight touch ups to black paint at back of stage and repairs to hanging rail, left hand side, **ACTION GW & PJ**
* Planters x2 made by Gary, planted by Jane & look fab! Key for watering has been arranged.
* Outstanding jobs ; replace foyer table with small sign-in shelf, projection screen, window film
* Street cleaner avoiding VH. PJ to find out why, **ACTION PJ**

**Marketing**

* Marketing research questionnaires – following Jane’s review she has created 3 different but similar versions of the questionnaire for , i) users, ii) hirers and iii) private events. We discussed each of these and made minor adjustments and now Jane will seek to incorporate those and to smarten up the ‘visuals’ with the possible help of Hamish and/or Phil, **ACTION JW, HG, PJ**
* A range of Fb, Twitter & NDN entries have been made re Pig Racing & recruitment. Similar entries have gone out to Messenger, In-Touch etc.
* **URGENT** need to get out to people re Pig Racing and to sell tickets. ES will do Fb entry. PJ to approach neighbours & Oliver Reynolds & Andy Burt (also poss sponsors). PJ to try to reach Pre-School. GW & AW to try Ben Hall from SARS plus others, **ACTION ALL**
* Agreed min attendance = 60, no apparent constraints to cancelling the BSE Lions other than courtesy! Will decide 5 days before , but will review figures June 15th**, ACTION AW**

**Fundraising issues & events**

* Air Source Air-Con project reviewed via excel sheet. Granted £10K so far from Havebury, but several claims already lodged, and Alfred Williams & Screwfix foundation should be informing us of the results of their selections in the immediate term. Real problems with BabMid-Suffolk Grants Office, but still hoping to finalise a submission for £7.5K. Pipeline on-going, lots of work via Community Action Suffolk pooling website which brings together lists of active donors, **ACTION PJ**
* Pig Race confirmed 22nd June. We had already agreed the usual food format, raffle & bar, and the need for a raffle was reiterated at this meeting. We MUST sell more tickets, as above, **ACTION ALL**
* Pig Racing posters have been distributed by ES
* Summer barbecue idea abandoned

**Parish Council**

* Additional new members are; Michael Thorpe, Charles Fakes, Richard Belham
* PJ approached DEB re shift in attitude to VH funding and received positive response. £5K submission to be raised at next PC meeting.
* As above, PJ to approach DEB re appointments to our committee, and to get Dec of Trust jointly updated, **ACTION PJ**
* PJ has reviewed CCTV policy with PC and one of our committee will at some stage be named contact re VH. However, this may change once greater engagement with PC is secured, as in previous notes above

**A.O.B**

* Points here absorbed into earlier notes for clarity, but included references to a) risk assessment forms, b) website T&Cs, c) Suffolk ACRE for alternative booking systems, and d) metering kitchen power consumption

**Date of next meeting**

**Thursday 4th July, 7.30pm**

**At Norton Village Hall**