**Minutes of Norton Village Hall Committee Meeting**

**Thursday 21st February, 2019, 7.30pm**

**Apologies**

* Emma, Susie, Gary

**Approval of Minutes**

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

**Finance & Legal AW**

Current Account : £ 1,719.54

Deposit Account : £ 16,511.84

* Indoor car boot from February raised net profit of £228.41 with some rolls & bacon left over for next time. Reduced footfall this time.
* AW reported a seriously large water bill of £660.66 for just the last quarter. Entire preceding year was only £396.49. Gary has checked the water meter for indications of serious leakage but it appears to be hardly turning at all, ie no change from 11th to 21st. We don’t believe there is a leak, but this magnitude of water bill has just wiped out 3 car boot profits! AW to pursue this with Anglian with some urgency. We must get to the bottom of this problem, **action AW**
* Getting 100% business tax relief up to March 20 on Council Tax

**Legals**

* Upload last month’s minutes onto website as usual, **action PJ**
* Ownership of VH, issues arising, **actions here PJ**
  + PJ has received copy docs from original sale of land by Wilf Honeywood to the PC in 1940, but there is no proof of ownership of VH thereafter, and nothing was ever registered with the Land Registry (not unusual for VHs)
  + Assumed PC owns VH as it owns the land, but not yet proven
  + There are some advantages of listing the property formally with Land Registry which impact on things like personal liabilities, insurance etc, and it’s likely that we should consider doing that for a small fee (not yet specified)
  + Probably right to consider renewing and modernising our Declaration of Trust (DoT) as a legal doc. Do we know any friendly lawyers who might do this for a minimal fee? **Action All**. Not clear if the VHC and the PC are operating as 2 separate charities, PJ to check. DoT wording ambiguous
  + Possibly seek advice from the Charities Commission on DoT structure & wording
  + HG has forwarded me the Suffolk Acre link for advice for VHs
  + We should remember that only Gillian Hilder of Mid-Suffolk CC is insisting on proof of ownership for fund raising purposes, ie Council grants. It may be the case that other potential sources of grant funding will also require proof of ownership, but this has not been a problem so far, and indeed Mid-Suffolk have granted us funds in the past without such proof.

**Bookings RA**

* RA reported a positive picture for bookings in general; things are “good” & “busy”
* RA reminded us that our new prices will be coming through in April, copy attached to this email for your reference.
* Some problems with impromptu cancellation of Weight Watchers booking through Angela Joy. Long term bookings require payment, but a substitute representative of WW has been in touch with Richard and it is possible that they will be able to rescue these bookings and keep going. Richard to keep us informed, **action RA.** PJ already withdrawn WW advert in ‘Activities’ list on website, but should be easy to reinstate once the position is clearer
* Jodie Danielle has taken 2 new trial sessions for her fitness club (Thursdays in March) and PJ will upload her advertising piece onto the VH website soon. She has also plugged her classes & NVH on Facebook.
* RA now familiar with the website booking process, and really does need ‘whole building’ booking category to be installed in the system, **action RA/PJ to chase 2450**
* RA will need to manage regular bookings through the period of Doug Meade’s work, latter half of April, **action RA**

**Buildings, GW**

* Doug’s stage refurb/storage work will be carried out in late April in the 2 weeks either side of Easter. PJ to find out from PC if he can do the internal wall build in our storage cupboard (for CCTV) during those same 2 weeks, **action PJ**
* Gary cleared out sewage blockage from ladies’ loo (despite being very unwell!) and Angie reported that there doesn’t appear to be any link between that earlier problem and our excessive water bill.
* Lots of jobs on the worklist still to be done; window film, projector screen to fit, extension cable to be fitted when stage work in progress, shelf in foyer, tables & chairs still to be cleaned – bleach suggested, but Gary happier to try a trial steam clean when the weather warms up a bit, **action GW**
* Lighting upgrades – Adam still not come back to Gary re this work. We went for £3K option from original list.

**Marketing**

* AJ has promoted our new Air Source project in the Messenger, and more hirers are now included in the Messenger’s ‘regular events’ section, eg Tai Chi, Fit 4 All, Daito Ryu
* AW has Valuation Day poster to distribute, **action AW**
* PJ has included Oran’s classes in the ‘Activities’ section on the website, complete with logo & text alongside Fit 4 All & Zumba, but may need to reinstate same for Weight Watchers.
* In-Touch just not happening. Very poor communications there. ES to try to address upon her return, **action ES**
* Marketing research questionnaires - as yet numbers of feedback forms are quite small. We know we need to canvass the whole village to be able to offer credible data to would-be cash contributors. Need to smarten up the forms, **action JW**, and then distribute them through In-Touch, on Fb & VH website, **action ES &JW.** They should be distributed at every event where feasible, and it was agreed to discuss this matter in more detail at our next meeting**, action All**
* ‘Give As You Live’ fund raising platform to be tested with real purchases, **action AJ**

**Fundraising issues & events**

* Equestrian Table Top sale + Auction (Thurs evening next week 28th Feb) will have posters externally and on Facebook and NDN, **action AW, AJ.** Angie reports that she could have sold this event several times over, so we are looking into the viability of another on Thurs 4th April, before Easter and before Doug Meade’s stage work. We are to be at VH 5.45pm for setting up
* March car boot (Sun 3rd March) poster should be appearing automatically on Fb, but additional exposure and follow-up comments always help – **action All.** Some minor changes via Angie, but more or less fully booked
* Valuation Day (Sat 30th March) “will just happen” through the auspices of Bishop & Miller. We need to run the kitchen, etc
* Pig Race earmarked for 22nd June, but yet to be confirmed through the BSE Lions, **action AW**
* Pricing for food agreed as follows for the Valuation Day; £3.50 cheese burger, £3.00 burger, £2.50 hot- dogs. AW & AJ to source meat, bread, onions, mustard, ketchup, **action AW & AJ**
* PJ has now spoken directly to 5 organisations (and/or reviewed their online application processes) from the Grant Funding list. He is now in a position to begin applications for grant support for our Air Source project which is targeting £30,000. Here is a quick status summary
  + **Garfield Weston**: no-go, it’s just too early to return to them since they have a 12 month bar
  + **Calor Gas**: a new source seemingly set-up for just such orgs as ours. Their online process opens 5th March and runs till 29th April. We are now registered on their system
  + **Bernard Sunley**: application range £5K-£30K, but often release funds below that £5K threshold. Our last award was £2K. All depends on the overall scope of the project, who else is funding, how much we’re putting in etc. No time deadlines.
  + **Havebury Trust**: received their application pack. Gave us £10K last time but encouraged to shoot high at possibly £15-£20K. Similar constraints as above in terms of overall funding, but run on FY-FY basis and just rolls over from one year to the next. May get £10K here or a touch more.
  + **Alfred Williams**: supportive chat, need to submit written paper with tech details etc. Should get something, and if so it will be £2K
  + **Biffa**: to be investigated
  + **Mid-Suffolk**: agreed to wait to see how funds build before returning to Gillian Hilder, (as per her own recommendation) in favour of approaching her again later for our much bigger extension project
  + **Mid-Suffolk CIL**: no more CIL available in this FY, and note Sarah Mansel moving on (to Thurston I think)
* PJ needs 3rd quote for Air Source urgently, and Gary chasing Kings, **action GW**
* We have agreed that with our other pipeline commitments (lighting, stage, regular insurances etc =£10K) we should only pitch a £5K submission into our own Air Source project in order to be able to demonstrate at least a cautious contribution alongside those other jobs

**Parish Council**

* Check on registered charity at PC, same or different to ours? **Action PJ**

**A.O.B**

* Interesting to note in recent Mid-Suffolk Council’s mag that the Council not only endorses Air Source heating on efficiency and environmental grounds, but has actually funded such installations in several places locally…………..all of this contrary to the advice we were given last year on site at the VH!

**Date of next meeting**

**Tuesday 2nd April, 7.30pm**

**At Richard’s gaff!**