**Minutes of Norton Village Hall Committee Meeting**

**Tuesday 2nd April, 2019, 7.30pm (at Richard’s house)**

**Apologies**

* Emma, Hamish

**Approval of Minutes**

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

**Finance AW**

Current Account : £ 438.60

Deposit Account : £ 18,017.31

* First Equestrian Table-top raised net profit of £279.82 with some food left over for next time
* March indoor car boot raised net profit of £310.15
* Valuation Day disappointed at £122.41 net profit, but as the team pointed out, it is impossible at this stage to know how effective the exercise may prove as an advertisement for the VH. Bishop & miller issued 10,000 fliers and it will take some time for us to be able to assess if they, and the event itself, have boosted the VH’s profile in our area
* To reiterate, the large water bill recently incurred was accurate and reflects the volume of water regularly washing down the urinal drains. The bill has already been paid. Doug Meade is due to fit ‘cistern miser’ controls during his Easter work (stage and CCTV wall in storeroom) and it is essential that this work is completed quickly and efficiently in order to stem the flow of our cash down the sewer drain! **Action GW**
* Insurance is due at £948.07, but see note below under ‘legals’
* It was agreed to carry on with the Pristine Mats contract at £648.00, **Action AW**
* Rates are set at £3,350.00, but it is all due back to us as a result of our charitable status
* It was agreed that our next meeting would feature a review of our annual budgets, **Action AW**

**Legals All**

* Upload last month’s minutes onto website as usual, **Action PJ**
* Insurance renewal - AW is to confirm that specific inclusions which were bought-in until 2022 are indeed in place, eg director/trustees indemnity etc, **Action AW**
* We read and discussed various documents appertaining to ownership and responsibilities attached to the running of the VH. A copy of the original land sale from Wilf Honeywood to Norton PC in 1940 was seen. We have no formal notification of ownership of the VH, which was built much later of course. We reviewed the lease arrangements which exist between our committee and the PC, and we are certainly leaseholders of the VH & car park. We are apparently NOT members of the PC in any way, even as a sub-committee. However, we are also custodian trustees of our own VH charitable trust, and we reviewed the original Declaration of Trust document which dictates the limits and obligations of our status as such. This document is hopelessly dated in terms of structure and content, but it is also legally binding. It was agreed therefore, that we need a proper legal assessment of these documents and certainly that the DoT should be modernised so that we are clearer about our position in law as a group and as individuals. We agreed, subject to insurance policy inclusions (see above point) that Angie should renew our insurance(s) cover, but it was also agreed that Angie and Jane would seek reference to friendly (cheap or free) lawyers at a personal level to test whether or not we can get this legal review work done quickly and cheaply, **Action JW & AW**
* Advice and clarity on our position to be sought also from the Charities Commission and Suffolk Acres (although Gary not hopeful of a response from the latter as they are dragging their heels on other issues), **Action PJ**
* Advantages of registering the VH with Land Registry still to be pursued further, notwithstanding lack of formal proof of ownership and assuming that to rest with Norton PC, **Action PJ**

**Bookings RA**

* RA reported a positive picture for bookings in general; things remain busy, and Josie and Jo have increased some bookings
* RA reminded us that our new prices for the new FY are now active
* ‘Petite Circus’ is in town. They have ‘key access’ to the VH, and they will use toilets etc so it was agreed that Gary will take elec & water meter readings before their departure to see if we need to charge them a supplement, **Action GW & RA**
* Weight Watchers still a rumbling background issue, but not a problem of any note
* Jodie Danielle has booked another trial session for her fitness club; one recent session drew no takers
* RA now working the website booking process, but really does need ‘whole building’ booking category and it is apparent that Studio2450 are not even close to adding this function to the system despite promises to the contrary. PJ & RA to keep pushing them, **action PJ & RA**
* RA has instigated managed changes to bookings through the period of Doug Meade’s work, latter half of April (see next action point below, under Building)

**Building, GW**

* Doug’s stage refurb/storage work will be carried out in late April in the 2 weeks either side of Easter. We are due to clear the decks on Saturday 13th at 10.00am with coffee thereafter at the Herdwick House mansion complex! This work to include bleaching of all tables in an attempt to improve their look overall. Some chairs (worst cases) to be set-aside for special cleaning at another time, A**ction All who can !**
* Minor window & door repairs carried out by PJ
* Still 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 etc, **Action GW & PJ**
* Specifically, weed-killer required soon along front edges of building, **Action GW**
* Lighting upgrades now complete, and what an improvement!

**Marketing**

* ES to query our link with In-Touch magazine, and specifically to try to find out why so little Norton related news appears in the mag, **Action ES**
* Everyone should be chipping away on Facebook when events are coming up or we have important news, but PJ & AJ will look to improve our ‘sharing’ and ‘repeat event’ functionality on Facebook, and PJ will take a look at opening a VH Twitter account too, **Action All, PJ & AJ**
* PJ will post more about events on our own VH website & via NDN local news board, **Action PJ**
* Marketing research questionnaires – it was agreed that Jane will give some consideration to re-shaping the questionnaires to produce different versions for different ‘types’ of user, but with fewer questions and perhaps more open-ended questions. It was also agreed that perhaps a version to cover comparisons with other VH’s in our region would be very useful to us. However, it was also noted that while this process is about learning more about our potential target audiences, a data gathering exercise which might prove useful in our approach to grant providers, it was pointed out that so far only Gillian Hilder at Mid-Suffolk has pushed the apparent necessity for us to build this profile. Mid-Suffolk is only one potential source of funding, but an important one and one which could give us some sizable assets as they have done in the past. Even so, we should be driven by our own perceived requirements in this regard. Jane to respond at our next meeting, **Action JW**
* ‘Give As You Live’ fund raising platform probably to be abandoned, but we will try to find time to review this approach before binning it, **action AJ**

**Fundraising issues & events**

* Air Source Air-Con project - PJ to return to the grant submissions process and to try to get all 5 or 6 pipelined apps underway before the end of April. It was agreed that central ceiling air distribution methods are preferred, with external units on the east wall as approved by the planning department. Furthermore, due to doubts surrounding the durability of Daikin kit (high levels of required maintenance reported) we will opt for Mitsubishi units and that takes us to 3 specific quotes from different companies, **Action PJ**
* 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
* 2nd Equestrian Table Top sale (Thurs evening this week, 4th April) already has posters and signs out. AW to buy required foodstuffs. Tombola will be run as it is already set-up. £1 per entry and cash bonus declared from these profits at 8pm and not before. Team to man usual stations, be there at 5.30pm, **Action All**
* Pig Race confirmed 22nd June, and Andy M to be asked for whizzy poster, A**ction AW**

**Parish Council**

* No feedback

**A.O.B**

* Jane mentioned, on behalf of WI, that they would be happy to tend any planters we might want to position outside the front of the VH to improve the ‘welcome’ factor there. Can Jane and Gary pursue, please, **Action JW & GW**

**Date of next meeting**

**Thursday 2nd May, 7.30pm**

**At Jane’s house!**