

## Buckland Newton Village Hall

### Minutes of the committee meeting held on Monday 20<sup>th</sup> June 2022 – after the AGM

1. Attendance – Nicki Barker (NB), Ian Scott (IS) , Vinny McKenna (VM), Katharine Haynes (KH), Kate Parish (KP), Susan Moring (SM), Caron White (CW).
2. Apologies – Sandi Stout
3. Election of officers

Chair – Nicki Barker Proposed by SM and seconded by IS

Hon. Treasurer – Vinny McKenna proposed by IS and seconded by NB

Minute secretary – Caron White proposed by NB and seconded by KH

Fire and Safety – Kate Parish Proposed by VM and seconded by IS

Publicity – Kate Parish Proposed by Sm and seconded by NB

4. Declaration of interests

None

5. Approval of minutes of committee meeting held 9<sup>th</sup> May 2022

The minutes had been circulated by CW before the meeting and were unanimously approved and signed by the chair, NB.

6. Matters arising

a. If the sand bag store is to remain at the Parish Room, NB will contact the Parish Council regarding the bolts being removed from where it was installed.

b. NB to 'phone Ricky to ask for grass strimming to be done.

The date for the Village Hall weekend clean-up is 6<sup>th</sup>/7<sup>th</sup> August.

Jobs include – replacing ceiling tiles, painting stair tread on stairs leading up to the stage, securing the balance hook for the rear stage curtain, replacing clips/magnets on cupboard doors at front of the stage, door hook backs for wooden doors in hall, sorting the cutlery, glassware and crockery in the kitchen, ensuring ladders are safely secured and disposing of ladder no longer used.

CW raised the issue of the loft hatch and the safety implications regarding the flap in the hatch – to be added to risk assessment. People only to go up into the loft with prior agreement.

- c. P and R Hurt have carried out the necessary work to enable a five year electrical inspection certificate to be issued. The potential for the power to trip as a result of the cable to the kitchen being down-rated was discussed as there is potential for this to happen if all appliances were on at the same time. If this does happen then appliances would need to be turned off one by one to ascertain which one caused the power to trip. We will monitor this. IS suggested that the extra cost for achieving the five year certificate could be part funded by the fete. KP suggested another source of funds could be The United Charities. CW to forward the invoice and certificates to VM.
- d. The door code is to be changed again.
- e. The issue of key holders was raised.
- f. The WIFI code is to be changed to something simpler. VM is investigating.
- g. A new accident book is now in place - on top of the first aid kit.
- h. NB has placed slabs on top of the drain cover, situated in the recently sown grass at the front of the hall, to make it safe.

7. Financial position following completion of works

See the Income and Expenditure Account document produced by VM.  
Also see treasurer's report in the AGM minutes.

8. VAT registration (should voluntary registration be terminated?)

VM is to investigate free tax digital software. NB asked if we should continue being voluntarily rated for VAT as this is advantageous when paying for big projects. We are coming to the end of the 20 year period agreed for VAT and need to decide. VM said that not being rated for VAT would make life simpler. VM to enquire if we can de-register. IS pointed out that most halls are not registered for VAT. VM said that there had been no response to the advert for a new treasurer. Our hall cleaner is sending VM VAT invoices when necessary.

9. Attracting more hirers

This issue had been discussed during the AGM. See AGM minutes.

10. Reducing energy use.

KP asked if the hall would receive a rebate to help with energy costs. Nothing yet but hopefully this may be announced to support community ventures. The possibility of having a smart meter was raised but was not thought to be viable due to lack of 'phone signal at the hall.

11.Completion of electrical work

See c. under Matters Arising above.

12.Agreement on cleaner salary post probation.

Our hall cleaner is currently paid £12.00per hour which is to be reviewed at the end of July. After discussion it was agreed to raise this to £14.00 per hour with the prospect of another review in the future. SM will discuss with SS and then meet with Debbie.

13.Reserves Policy

Item for next meeting

Meeting ended at 12.25 pm

Date of next meeting Monday August 1<sup>st</sup> 2022 at 9.30am.