**Committee meeting minutes of 24th April 2024 held @ Village Hall**

**THE MEETING OPENED AT 7.00 PM**

**PRESENT** - ***Chair*** : John Marchant (JM), ***Secretary***: Peter Williams (PW), Olof Hagerstrand (OF), Paul Robinson (PRob), John Gaunt (JG),

**RESIDENTS IN ATTENDANCE**: Joan Marchant (JoM), Ros Williams (RW),

**APOLOGIES:** Dominic Jones Phillips (DJP), Simon Munnis (SM), Christine Bradley (CB), ***Treasurer*** :Paul Johnson (PfJ), Linda Hencher (LH), Tony Lacey (TL),

**ABSENT:** N/A

1. **MINUTES OF PREVIOUS MEETING OF 25th January 2024**
   1. The JCfeedback email had been circulated to the VH Committee. Following discussion with the committee members who attended the 26th Jan meeting , it was agreed that the published minutes of 25th January represented a fair , true record of the committee/ trustees meeting .The “added notes” were accepted by the committee as they were seen to add value to the reader to understand the context of the topic under discussion. The committee agreed the JC statement would be included in the 25th January minutes and recorded by the minutes of this meeting. For clarification it was noted that the decorating of the hall for events was not the responsibility of the VHC but the organising party or as has been the case of the drapes and fairy lights this was an initiative of individual residents. There had been no request from the organiser of the lunches which operated on an invitation only basis.
   2. ***ACTION: PW*** To include in the committee minutes of 24th April an amendment to the committee minutes of 25th January 24 with the “ JC statement - I wished it to be noted that in past years, should a Christmas event for senior residents have taken place, the village hall committee would have decorated the village hall for that event. This is important as it is the senior residents who fund-raised for, and donated money to, the new village hall. Without them, there would be no new village hall.”
   3. ***ACTION:ALL*. The committee considered the matter closed**
2. **REVIEW ACTIONS AND MATTERS ARISING**
   1. **Community Works – dementia support**.. The VHC relationship with the group continues to be successful with group attendance at coffee mornings and use of the hall. The use of the hall facilities will remain an option for the group. It was noted that this link has resulted in more voluntary support from Wass residents.
   2. **External motion activated spotlight** and double power socket are to be installed next week along with an internal isolator switch so as to eliminate uncontrolled use. ***Action: JM***
   3. PAT testing of all existing electrical equipment is to be scheduled following contact with a recommended source.
3. **GOVERNANCE**
   1. **CONSTITUTION** 
      1. As agreed at the last meeting a review of the constitution would take place during 2024 for implementation in 2025 to update its relevance. A working group would meet over the following months to begin the review and take individual feedback. ***Action: JM / PW***
      2. Members were welcome to join or provide individual feedback. ***Action: ALL***
4. **FINANCE**
5. **TREASURER’S REPORT –** **circulated prior to the meeting**
   * 1. The meeting noted the healthy state of the VH Committee with a current account @ £3,979.64 and savings account @ £13,630.85 – totalling £17,610.49.
     2. The income at the end of Q1 appeared inline with the budget profile though JG thought the savings account interest seemed low. Review Account interest rates available. Action :PfJ
6. **WEBSITE**
   1. **Overall progress was good.** PW confirmed , as per the Web Working Group (WWG) recommendation that WJP Software , providers of Charity/ Village Hall / Parish council web sites, were the preferred supplier and that an order was placed with them on behalf of the VHC web project.
   2. Additionally he confirmed that the WWG recommendation for the VHC to work in partnership with the Parish Council on the development of a community web solution had been agreed with the PC at their meeting of 18th March 2024 , as this met the PC legal requirement to have online access by the community/ public of PC documents, and subsequently approved by the VHC on 21st March 2024. This would be an effective working economical arrangement with the main source funding from the VHC to develop and support the site for 2024/25 and with the PC agreeing to equally share the annual hosting / support costs of £300, from 2026 onwards.
   3. VHC / PC currently creating content and have agreed with the supplier a “skeleton” site based on their draft configuration. WJP would assist with the upload of Wass content given to them as well as giving us log ins to pro-actively change the site configuration / upload content as we progress
   4. Ongoing activity would include the definition of the operational management framework, charging structure to host any additional entities on the web site.
7. **HALL AMENITIES**
   1. Table tennis equipment to be replaced funded by a NYC £1000 grant. The Sourcing of a centrefold table with storage dimensions suitable for access though standard width doorways of 75cm identified an increased cost to the allocated budget. Budget and products to be reviewed to acquire best value for money. ***Action: PW***
8. **ACTIVITY UPDATE** 
   1. **SOCIAL HIRE**
9. Regular weekly social activities continue with table tennis, darts, indoor bowls and snooker.
   1. **EXTERNAL HIRE**
10. Church training 31st Jan, , Birthday party Good Friday 29th March with AV hire, , children birthday party 13th April with AV, snooker for Kilburn , Thursday morning and evening instructor led pilates classes and a private hire by local residents for pilates. Use of the committee room by OH for remote home working continues.
11. New bookings are -
    1. 2nd May Mayoral elections, 4th May – Scout event tbc,
12. **COMMUNITY**
13. Monthly coffee mornings – have continued to take place and have consistently had good support from the community. Lent lunch 17th Feb , Litter pick March , Community training on use of defibrillator 2nd April . There have also been regular bookings from the WI on 3rd Thursday of month and Parish Council .
14. Future events include : Open gardens 2nd June, hosting the village hall forum 30th April, Parish council and Village meeting 13th May . Monthly coffee morning on Wednesday 15th May.
15. **MAINTENANCE**
    1. A heating control has been fitted to the hallway radiator to manage the temperature in the hall which was previously unregulated when other heating was on. Air in the system was addressed and boiler system expansion unit replaced.
    2. External lights – covered earlier
    3. General cleaning undertaken – thanks to ALL on rota
16. **COMMUNICATION** 
    1. JM read out the email received from Philip Nicholls to the VHC giving thanks to those who contributed to his Staplyton Arms voucher.

**Shirley Nicholls Mon, Apr 22, 5:17 PM to pjonwill@gmail.com**

**Could you pass on my thanks to the people that donated to the voucher I received for my efforts whilst a member of the Village Hall Committee.** Philip Nicholls

* 1. JM also forwarded PN’s email to the former members who had contributed. The committee reiterated their thanks for his support and effort.
  2. PW had circulated to the committee for their perusal, an email from Shirley Nicholls referencing her email to the “village residents” to clarify her opinion / understanding of the VHC Minutes of 25th January.

**Shirley Nichols to pjonwill@gmail.com April 23rd – 2024 6-21pm**

**As you are aware I sent an email to the Village with items that were incorrect from the minutes of the January meeting. Would you like me to remind you of the points?  
Could you confirm these errors will be corrected along with my request that it is minutesd the disrespectful attitude towards me shown by John Marchant and Christine Bradley. Shirley Nicholls**

* + 1. As this was not directly for the attention of the VHC and the topic of minutes are addressed earlier, the committee agreed no action was required, however , the committee noted SN’s comments referring to the alleged rudeness but these were refuted by all who had been present at the January meeting
  1. **AOB**

1. The arrangements for Open garden arrangements were briefly discussed including
   * 1. The possibility of an evening social bring your own / food BBQ in Rose Field – community invite only
     2. Application for Temporary Event Notice/ license to cover selling of drinks in Rose Field. ***Action: PW***

**There being no further business the meeting closed @ 7:48pm**

**Next meeting scheduled at 7pm in Village Hall – Wednesday 24th July 202~~4~~**

**Next meetings for 2024 > Wednesday 24th July – Thursday 24th October**