

**HARGRAVE VILLAGE HALL CHARITY**  
**TRUSTEE MEETING**  
**6.00pm MONDAY 10<sup>TH</sup> FEBRUARY 2025**

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**Present:**

**Trustees: Simon de Laat (Chairman), Jill Upton, Roger Sudbury, David Taylor**

**Management Committee: Denise Osborne**

**Jill de Laat (Secretary)**

**Apologies were received from Catherine Williams.**

**1. Minutes of the Meeting held on 4<sup>th</sup> November 2024**

The minutes were agreed to be correct and signed by the Chairman.

It was agreed to publish all previous minutes on the village FB page redacted where appropriate to remove any personal data.

**2. Matters Arising**

DO was still waiting to hear further from Creative Arts East before undertaking any further investigations into the viability of film nights in the hall.

**3. Management Committee Report**

**(a) Finance**

- i. JU has sent SdL the spreadsheet prepared for the accounts. The accounts can now be audited. JU will approach Ross Wenbourne for the audit.
- ii. Confirmation has been received from Barclays Bank that the new accounts have been finalised and all is in order. Bank mandate forms for the new signatories – S de Laat, R Sudbury and J Upton – will be completed, signed and returned to the bank. Two out of three signatures will be required for cheques.
- iii. All monies collected in cash for the sale of Hargrave Honey will be kept as petty cash.
- iv. Online banking will be set up.
- v. JU has all forms and cheque for £1,000 ready for opening an account with the Cambridge Building Society. SdL, RS and JU will be signatories.
- vi. Confirmation has been received from West Suffolk Council that the grant monies have been paid into the account for the new kitchen equipment.

**(b) Maintenance**

- i. Alex Lewis has cleaned the hall twice.
- ii. SdL reported that a pest control man has inspected the hall but there is no evidence of mice at the moment.
- iii. It was agreed to purchase a small trolley for the kitchen, as an extra surface area, and a towel dispenser for the hand washing sink area.
- iv. A water leak was notified by Anglian Water which is likely to be a dripping tap. Tony Ince will repair the taps and will install a lever above the stop cock to facilitate its opening and closing.

**(c) Bookings**

- i. The local election booking for 1<sup>st</sup> May will be cancelled due to the postponement of those elections. A birthday party has been booked for

March and the Bowls Club continue with their regular Monday afternoon sessions.

- ii. RS is in touch with Community Action Suffolk to get a template booking form and Ts and Cs. These will be available by the AGM in April.

(d) Buildings and Contents Insurance

- i. The form has been returned to the new providers and confirmation of the premium will be received four weeks prior to the due date.
- ii. SdL said that it would cost £157 for a formal valuation of the rebuilding cost of the hall and it was agreed to undertake this.
- iii. RS considered it unnecessary at the moment for the Charity to hold a safeguarding policy as it does not currently organise events for unsupervised children or vulnerable adults but the position should be kept under review. It will be the responsibility of hirers to provide their safeguarding policy, if appropriate. Therefore, booking forms will ask for proof of such a policy to be provided.
- iv. RS also considered it unnecessary to include legal expenses in the insurance cover.

**4. Update from RS re Legal Advice**

(a) Charity Commission

The Charity Commission has now promised to follow through with an order confirming the appointment of the Trustees.

(b) Land Registry

RS is in touch with CAS seeking assistance, *pro bono*, for land registration and is also asking them for advice as to whether the Charity should convert to a Charitable Incorporated Organisation. Response is awaited.

**5. Village Survey**

It was agreed that the knock-drop-collect system of undertaking the village survey would take place over the weekend of 8<sup>th</sup>/9<sup>th</sup> March with collection of completed surveys from each household a week later. The covering letter composed by RS will be in the next edition of the Hargrave News and will be included with the survey forms.

Suggested areas for each Trustee and MC member to distribute were outlined.

Results will be ready for the AGM in April.

**6. Fundraising**

SdL has provisionally arranged for a Repair Café to be held at the hall on Saturday 5<sup>th</sup> July, 11am-2pm. It will be widely advertised throughout the village and surrounding area and food will be available – burgers, sausages, beer (for which a licence will be obtained), tea and cakes. All for sale to the profit of the hall.

**7. AGM**

The AGM will be held on Wednesday 16<sup>th</sup> April.

The meeting closed at 7.45pm.

Signed:

Dated: