

HARGRAVE VILLAGE HALL CHARITY

TRUSTEE MEETING

6.00pm MONDAY 17th JUNE 2024

Present:

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

Jill de Laat (Secretary)

Management Committee Member: Denise Osborne

1. Minutes of the Meeting held on 20th May 2024

Before the above minutes are signed, it was agreed to amend the wording in two places as follows:

- (a) page 1, item 3, para 2: "From 7th March 2024 the charity law has changed giving the CT power to confirm defective trustee appointments."
- (b) page 2, para 6: "The priority is for RS to deal with trustee appointments."

The minutes will be re-drafted and re-issued in due course.

2. Matters Arising

- a) The microwave has been purchased at a cost of £59.99.
- b) The advert for a cleaner brought one response and it was agreed to pay 50p over minimum wage for two hours per month, plus cleaning as required for events. The applicant was Alex Lewis and it was agreed to offer her the job.
- c) A keyholder list has been confirmed as follows:
Vic Turner; Jackie Gidney; Colin Painter; Catherine Williams; Simon de Laat;
David Taylor; Justin Rabett; Jill Upton.
- d) SdL has been in contact with the archivist for Greene King but the only information on Hargrave that she found was a photograph of The Bull public house from the 1950s. She will continue to look for any other relevant documents.
- e) SdL has ordered a clothing bank to be sited in front of the hall next to the footpath.

3. Management Committee Report

- (a) Finance

The accounts were presented as follows:

- (i) Community account: £29,048.04

(ii) Business Premium account: £3.77

(iii) Cash in hand: £236.79

Total: £29,288.60

Lottery account: £6,053.00

Prizes for June: £ 345.00

Total: £5,708.00

SdL asked how much the Parochial Church Council had been charged for holding the recent barbecue at the hall and it was confirmed at £30.

(b) Maintenance

As the original contractor for repairing the car park hole was now unavailable for some months, it was agreed that David Upton should be asked to carry out the job.

4. Update from RS re Legal Advice

RS reported that he had recently spoken to a solicitor who had specialised in charity law and she had agreed with his findings. He feels there is no need to appoint external lawyers for advice at this stage. His next step will be to take on the Charity Commission admin and to get the land registered with the Land Registry, for which he may need external support.

RS was thanked for the work he had done so far on this issue, in order to clarify the legal position of the trustees and the hall charity.

5. Kitchen

It was agreed that the kitchen cupboards at floor level must be removed and disposed of. Dry rot was thought to be the cause of the mould discovered. This must be professionally dealt with and the cupboards burnt. SdL will get two quotes for this work and report back.

JU was asked to check the insurance policy for cover where dry rot is concerned, and report back.

DT will research replacing the cupboards with professional kitchen standard metal cupboards and sink unit. All on wheels so that they can be re-installed in any new village hall in the future.

(a) Budget

This was agreed at £5,000. Any grant possibilities to be researched (DO to action), including approaching both the District Councillor and the County Councillor. (SdL to approach them).

(b) Timescale

No bookings to be taken from mid-July to 1st September. Work to be completed in August.

It was agreed that expenditure should be approved by email rather than meetings.

The fire door into the kitchen must remain closed and not wedged open at any time. SdL will look into door stops which close automatically in case of fire.

It was agreed that a new cooker should be installed.

6 Any Other Business

SdL reported that Hargrave Honey will be available again shortly and that 80% of all donations received will be for village hall funds.

7 Date of Next Meeting

The next meeting will be Wednesday, 28th August at 6pm.

This meeting will be to consider the long term strategy for the hall. Also, all trustees and committee members were asked to think about fund raising for a new hall. In order to obtain grant funding, it must be shown that fund raising efforts are being made.

DO said that a need for a new hall must be demonstrated, which means a commitment from the village as a whole. There must be a year of fundraising before any grant applications submitted. She also suggested that eco credentials will be an advantage and the clothing bank is a good start.

It was agreed that the village residents should be consulted, via a questionnaire, for their opinion.

The meeting closed at 7.15pm.

Signed:

Dated: