

**HARGRAVE VILLAGE HALL CHARITY  
TRUSTEE MEETING  
9.00am Saturday 24<sup>th</sup> May 2025**

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**Present:**

**Trustees:** Simon de Laat (Chairman), Jill Upton, Roger Sudbury, David Taylor  
Jill de Laat (Secretary), Laura Norton (by invitation)

**Apologies were received from Denise Osborne.**

Before the meeting commenced, SdL welcomed Laura Norton to the meeting. She had offered to work on the grant application process. LN was thanked for stepping into this vital role.

**1. Minutes of the Meeting held on 10<sup>th</sup> February 2025**

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

**2. Matters Arising**

None.

**3. Management Committee**

(a) Finance

JU reported the following balances:

Community Account	£22,046.39
Business Premium Account	£ 3.81
Lottery Account	£ 3,359.58
Cambridge Building Society	£ 6,200.00 ( <i>information provided post-meeting</i> ).

- SdL suggested that £10,000 be moved to the Cambridge Building Society account which was agreed.
- The insurance premium is yet to be paid - £746.10.
- A donation of £100 had been received from the Parochial Church Council, as a result of the Fun Run held in March.
- £10 had been received from the clothing bank.
- It was clarified that the PCC pays the hall hire fee in cash after each Pop Up Pub and other events. JU pays the cash into the bank periodically.
- With regard to the lottery, Colin and Susan Painter, who have run the lottery since its inception, have handed the paperwork to DT as they wished to stand down. It was agreed that Roger Sudbury would take over the admin. It was also agreed that the next draw would take place at the village BBQ, to take place on 28<sup>th</sup> June next. One draw each year would take place at a public event.

(b) Maintenance

The only recent issue had been the defibrillator, which is on the outside of the hall but which is the responsibility of the Parish Council, had shorted. The electrician had resolved the problem and it was now working properly.

(c) Bookings

i. Booking Form and Ts&Cs

RS is working through a hiring agreement he has received from CAS (Community Action Suffolk) which he would finalise for use by the hall by the end of June. There was some question over the hall capacity; this will be verified.

ii. Licensing

SdL is investigating the feasibility of the hall holding a permanent alcohol licence and has spoken to the West Suffolk licensing authority. A committee would normally hold such a licence and delegate authority to the hirer. Training on the protection of minors and ID verification will be needed. It was agreed that this should be pursued.

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

(a) Charity Commission

The process of confirming the trustees with the CC is going forward. Once the statutory notice has been displayed for 28 days and as long as no objections have been lodged, the CC will issue the order confirming the trustees of the charity. RS has been in discussion with CAS with regard to converting the charity to a Charitable Incorporated Organisation (see *minutes of 4<sup>th</sup> November 2024, 4(d) for clarification*).

(b) Land Registry

It was agreed that the property and land should be registered with Land Registry before converting the charity to a CIO.

With regard to the extent of the land to be registered, RS will speak to David Upton, the landowner whose property lies at the rear of the hall.

A surveyor will need to be engaged.

**5. Village Survey**

The comprehensive survey of the village had been carried out in early March with excellent engagement; the overwhelming majority of residents agreeing that a new village hall would be the preferred option. The returned survey forms were being looked at by all the trustees and the comments would be extracted (LN offered to do this). Once the information was logged, the forms, which were largely anonymous, would be shredded.

**6. Safeguarding**

SdL had circulated a Safeguarding document from CAS for consideration. The general feeling was that this particular policy was well in excess of what was appropriate. SdL will revert to CAS for further advice on this but stressed that this was professional advice as to what should be in place. He will advise the trustees when a reply is received.

**7. Grant Applications**

SdL had already introduced Laura Norton who will be working on this when required, along with Denise Osborne. Any training courses that LN felt it advantageous to attend would be financed from VH funds. Laura was thanked for her offer.

## 8. Repair Café – 5<sup>th</sup> July

- a) Booking is now available on line.
- b) A leaflet will be delivered to all households along with the next Benefice News.
- c) Posters will be displayed.
- d) Food – a burger will cost £3; a beer £3; coffee/tea/soft drinks £1; squash free; cake £1.
- e) RS will apply for the alcohol licence.
- f) SdL will do a press release.
- g) SdL will look at using a card reader for non-cash payments.

## 9. Fundraising

As the hall was built in 1926, it was agreed that all fundraising next year will be called the **Centenary Appeal**.

It was hoped that two talk events by people from the village can be arranged – George Wells on walking to the north pole and Caroline and Tom Bridge who had appeared on national television.

For Christmas a 'Kristmas Karaoke' was suggested. This could be an afternoon family event and feature craft stall(s) for people who have items to sell.

It was agreed that the hall should be decorated with Christmas lights etc.

The chairman finished the meeting by asking everyone to give thought to what type of new hall should be the aim and what purposes it could be put to.

The meeting closed at 11.10am

Signed .....

Date .....