

HARGRAVE VILLAGE HALL CHARITY
TRUSTEE MEETING
6.00pm WEDNESDAY 28TH AUGUST 2024

Present:

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

Management Committee: Denise Osborne, Catherine Williams

Jill de Laat (Secretary)

Apologies for Absence

David Taylor (Trustee)

1. Minutes of the Meeting held on 17th June 2024

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

2. Matters Arising

None.

3. Management Committee Report

(a) Finance

- i. No finance report was possible as the accounts were still with Steve O'Donnell who is transferring them to a digital format.
- ii. Jill Upton reported that she had had correspondence from Barclays Bank regarding the account and asking for updated details. She had duly responded in July but further letters had been received. From now on, all such correspondence must be circulated to the other trustees prior to responding.
- iii. Simon de Laat had spoken to Peter Reddick, who has experience with grant applications, and reported that audited accounts will be required for any grant applications made for a village hall rebuild project. This must be carried out by a certified accountant and may have to be retrospective over the last few years.

(b) Maintenance

JU reported that there are no current issues apart from the scheduled repair of the kitchen and installation of new units.

Although the kitchen is currently out of action, it was agreed that a forthcoming Catch-Up Cafè could go ahead as long as all water and other catering items are brought in and the kitchen is strictly out of bounds.

(c) Bookings

As there is currently no Booking Form with Terms and Conditions, it was agreed by the trustees that JU and RS would devise one for all future bookings. This is essential for insurance purposes.

4. Update from RS re Legal Advice

RS is still in discussion the Charity Commission.

RS has investigated local legal firms who do property work with regard to registering the hall and land with the Land Registry, thus regularising the ownership situation. Once the CC work has been finalised, he will then approach such firms to see if they can carry out Land Registry work *pro bono*. SdL stressed that they would be applying to register all the land upon which the hall sits, plus that amount described on the original agreement. Also the land from the hall to the road and the area commonly used for village activities, ie the BBQ etc, as this has been used exclusively for access and car parking for nearly 100 years

5. Kitchen

(a) Kitchen repairs

James Powling will be starting repair work on the kitchen floor, walls and the necessary plumbing work on Monday 9th September.

(b) New Kitchen Equipment

David Taylor and JU have discussed what is required and a costing was presented to the meeting as follows:

- A double sink unit with space for a dishwasher underneath as well as shelving (£380)
- A table with two drawers and a shelf underneath (£377)
- Another small hand-washing sink on a stainless steel frame with some shelving underneath (£51)
- Two stainless tables with shelving (£330)
- The costings for the above come in at £1238 including costs of taps.

It was agreed that a new cooker was not necessary at this stage, nor was a dishwasher required.

Subject to some modifications to the list above, the trustees agreed to spend the necessary funds on new kitchen units.

(c) Grants for kitchen expenditure

Denise Osborne has been investigating possible sources of grand aid but the only avenue likely to be successful for emergency funding such as this is the Locality Fund which is granted at the discretion of the District Councillor, Mike Chester. DO will complete the required forms and submit them to Mike Chester.

6. Fabric Inspection

SdL proposed that an annual fabric inspection of the hall should be carried out by James Powling at a cost of £50 per year. The trustees agreed to this expenditure and the initial inspection will be at the same time as JP repairs and kitchen. These inspections would cover the building structure and plumbing but not the electrics which is covered by the annual PAT test.

7. Any Other Business

RS asked whether the cleaner taken on after the last meeting had commenced work but with the recent kitchen issues this had not yet started.

It was proposed that perhaps a community cleaning day could be arranged.

8. Long Term Strategy

- a. In order to get a rebuilding project off the ground it would be necessary to carry out community engagement. In the first instance, this would be in the form of a village-wide questionnaire to ask every resident their views on the provision of a new village hall. It was agreed to include a question along the lines of '*Do you support the objective of rebuilding the village hall*'. Other questions would also be asked to gauge the views of the residents and SdL asked for question ideas to be circulated over the coming week.

Catherine Williams had agreed to take on the co-ordination of the survey which would be carried out on a knock, drop and collect basis over a period of approximately one month. A covering letter would go out with the questionnaire and possibly beforehand in the Hargrave News, explaining the reasons behind the survey and why the trustees believe a new hall is the only option.

- b. DO is also investigating grant awarding organisations and will keep doing so whilst other work is going on, ie the survey. Community engagement and fundraising must commence prior to grant applications. It was stressed that it may be necessary, in the future, to pay someone to carry out the grant application process.
- c. SdL said that fundraising efforts must be started as soon as possible. All such events/activities must be of such a nature that they are as inclusive as possible.

The two members present who also sit on the Parochial Church Council (RS and JU) agreed to carry the message back to the PCC and come forward with a partnership proposal.

Ideas were put forward, eg a Hargrave Festival in the summer of 2025 and a repair café/tool sharpening etc. It was proposed, and agreed by the trustees, to discuss with the Parochial Church Council a way forward to act in partnership to raise funds within the village to benefit both the village hall and the church.

SdL proposed that the project should be rebranded the Hargrave Hub.

9. Date of Next Meeting

This will be decided upon after circulation of questionnaire ideas and further discussion.

The meeting closed at 8.30pm.

Signed:

Dated: