

REDLAKE VALLEY VILLAGE HALL COMMITTEE

MINUTES OF ORDINARY MEETING HELD ON

Tuesday 14th May 7.30 pm

1. **Present:** Di Cosgrove, Patrick Cosgrove, James Middleton, Christine Rogers, Jim Rogers, Peter Sherman, Becky Whitton
2. **Apologies:** Simon Jameson, Ian Campbell, Beryl Palmer¹
3. **In attendance:** Three members of the public
4. **Nomination and appointment of Officers**

Chairman – James Middleton was willing to carry out this role on the understanding that this would be his final year as Chairman. Proposed by Jim Rogers. Seconded by Peter Sherman. **All agreed.**

Secretary – Patrick Cosgrove was willing to carry out this role again with the proviso that he would not be required to read out minutes at the beginning of each meeting and the advance notice that he might be abroad during some of the winter months therefore someone would need to stand in as Secretary². Proposed by Jim Rogers. Seconded by Peter Sherman. **All agreed.**

Treasurer - Jim Rogers was willing to carry out this role. Proposed by Di Cosgrove. Seconded by Peter Sherman. **All agreed.**

Booking Secretary - Although not present, Beryl Palmer had indicated that she was willing to carry out this role as a non-Trustee. Proposer Peter Sherman, Seconder Christine Rogers. **All agreed** and thanks were voted in Beryl's absence. .

5. Minutes from the previous meeting held on Tuesday 26th March 2013

These **were agreed** as a true record of the meeting – proposed by Peter Sherman Seconded by Di Cosgrove

6. Matters arising and action points³

Reflective Sign – Becky will reexamine the need for this once the effect of the new lighting has been evaluated

ACTION BW

Additional Glasses Cabinet – after some debate it was agreed that instead of installing a new cabinet just outside the serving hatch crockery that was held in reserve would be stored in stout containers in the store-room to make room for glasses in the kitchen. **ACTION PC/DC/CR**

Shrubbery Clearing – James and members of the Air Gun Club have almost finished this

Replacement double-glazed units – these have been fitted but two more have since lost their seal. It was agreed to wait and see if more of the older units deteriorate in the coming months order to reduce the overall cost of installation. Peter cautioned that where goods/services are ordered from a

¹ These were taken as apologies on the assumption that they would be willing to serve on or with the Committee for the new year and Ian has since said that he is willing to be nominated as Vice-chairman at the next meeting

² Peter Sherman agreed to do this.

³ Although not minuted as an action point, Di Cosgrove has agreed to tidy the indoor noticeboards and divide them between the local organisations that require space. Carolyn Wilde offered to help with this.

supplier that is also being used by a VH trustee, care must be taken to demonstrate that any benefit accruing to the trustee is entirely incidental, and the prime motive for placing the order with that supplier is to advantage the village hall.

Heating system update – James reported that the plumbing leak appears to have been finally fixed, but there is now a faulty pressure relief valve which Llanisolar have ordered and will fit **ACTION JM**

Flipchart – this has arrived and has been used a few times already. Carolyn Wilde (member of the public in attendance) asked that thanks be recorded on behalf of the Offa's Dyke Astronomical Society as they are finding it useful. Patrick pointed out that users must provide their own paper, and pens which must be dry-wipe

Audio-Connection Lead – this has been purchased

7. Car-park Lighting

Peter provided an update. Contractors have been chosen. The equipment will be delivered on 24th May and work will begin on 28th and should take two to three days. Car parking might not be possible for the ODAS AGM on 30th depending on progress, but pedestrian access will be and will be made safe.

8. Christmas Party

Nothing further to report as everything has been agreed between the Entertainments Committee and the WI (reminder – date set is Saturday 14th December)

9. Trial 'Pub Night'

All agreed that this should happen as soon as possible under the auspices of the Entertainments Committee. Peter will circulate possible dates. **ACTION PS**

10. Superfast BroadBand (SFBB)

Patrick did not need to bring everyone up-to-date as he had very recently emailed an information note. It was agreed that should any public meeting or consultation be required, that Trustees would make the Village Hall available.

Further discussion centred around Bucknell's apparent lack of interest in SFBB developments, which might prove a problem for many subscribers in the Redlake Valley is Bucknell does not get fibre-optic cable.

It was also agreed that should Chapel Lawn eventually benefit from significantly faster Broadband – Superfast or not – it would be worth considering a connection to the village hall as this could be used for:

- on-demand films
- as an instant resource for speakers
- possibly to provide a wireless hub for localised mobile phone reception
- screening of major sports event etc
- remote monitoring of the temperature in the village hall

11. Use of Flicks Emailing List

It was agreed that the use of this email list would not just be for promoting Flicks, but would be open to events run by all groups on Schedule 2 of the Hall's Trust Deed and also sub-groups of the hall committee. Christine Rogers would retain control of emails that were to be sent go out therefore users would need to provide her with precise wording

12. Village Website

Becky requested retrospective agreement to her having moved the website to a space on the host provider in order that it is independent of her business website at a cost of £75. This was agreed.

She also explained that there was sufficient space for up to ten other organisations to have their own section on the new website if they wished. It was agreed that these could be for the same organisations that can use the mailing list discussed above. Becky will continue to maintain the village's section.

Becky also encouraged everyone to use the Chapel Lawn Facebook page.

Patrick will look into training courses in website design for the voluntary sector – it seems that Web Plus is the favoured software.

ACTION PC

13. Revisions to Finance Policy

Jim Rogers proposed eight changes to the policy dated 17th January 2012, as follows:

- (1) Re Finance Policy Section 5: *The trustees will approve an income and expenditure budget prior to the start of each financial year*, **it was unanimously agreed** that this should be removed from the policy because in practice expenditure is based more on circumstances at a particular time rather than any detailed forward plan which, if over-conscientiously adhered to, might restrict flexibility in meeting subsequent needs.

- (2) Re Finance Policy Section 8: **It was unanimously agreed** that this section which stated:

All payments, including online, shall require the approval of the trustees

... would be changed to:

All records of all payments, including those made on-line, will be made available for trustees to examine at the end of each financial year

.. in order to provide maximum transparency for Trustees (and others ever needing to examine the finances), yet not inhibit sensible day-to-day operations for the Treasurer who is approved to authorise transactions less than £100 without involving a second trustee.

- (3) Re Finance Procedures Section 5 **It was unanimously agreed** that this section which stated:

Funds designated as 'restricted' may be invested into capital protected term deposit accounts in order to obtain the best return.

All reserves, including restricted items, to be reviewed on an annual basis and amended as the trustees believe appropriate.

... would be changed to:

The Treasurer will periodically review funds held in deposit to see if a better return on investment can be achieved.

..... in order to provide greater flexibility in handling deposits and reserves.

- (4) Re section on **Reports to Trustees**. In the introduction to this section **it was unanimously agreed** to remove the following wording: *... it is not the Treasurer's prerogative to 'control' the finances of the organisation*, as this was considered unnecessary given that Trustees by definition, are responsible for the management of the finances and the Treasurer, by definition, acts on their wishes.

- (5) **It was unanimously agreed** that the Heading *Reserves Policy* should be changed to *Reserves Statement* as it is illogical to have a policy within a policy.

- (6) **It was unanimously agreed** that the Reserves Statement would have added to it the following sentence: *The Committee shall review the Reserves Statement at least once every financial year*
- (7) **It was unanimously agreed** that the rising level of reserves should be capped at £2,500 as this strikes a sensible balance between maintaining a reserve for use in the case of emergency, while not giving the impression that the hall is holding an unnecessary amount of money that might otherwise be put to good use for the community.
- (8) **It was unanimously agreed** that from now on Finance Policies will be coded and dated to avoid confusion between different versions.

Jim will circulate an amended policy to all trustees.

ACTION JR

14. AOB

It was agreed to waive the hire charge for the Church's flower festival on June 8/9.

Christine will email out details of the forthcoming ceilidh

ACTION CR

James will fix a blocked gutter

ACTION JM

Patrick will ask Ian Campbell if he is willing to continue as Vice-Chairman

ACTION PC

All agreed that it was regrettable that the Chapel Lawn Town Councillor had recently voted against the Town Council's Chairman, James McVicar being nominated as a trustee to this committee, Caroline Wilde and Patrick Cosgrove will talk with Mr McVicar about other ways of achieving this.

ACTION CW/PC

In response to a question from James, Peter confirmed that there is no problem with the Big Lottery funders in respect of our on-line payments system.

Becky requested that Patrick find out further information from the Rural Community Council about its offer to transcribe the Trust Deed into more accessible English.

ACTION PC

There was enthusiasm for Becky's suggestion that an upright piano (not electronic) might be a useful addition to the hall. She will look into prices.

ACTION BW

15. Date and time of Next Meeting

Thursday 5th September 7.30 pm.