

Upton Bishop Millennium Hall

Minutes of Meeting held on Wednesday, 6th July at 8.00pm

Present: EP, MT, GP

Apologies: OB, KW, AW

Minutes of previous meeting held on 18th May 2022: OB, KW nor AW able to attend, therefore confirming the minutes was postponed to the next meeting.

Minutes of previous meeting held on 31st May 2022: Confirming the draft minutes was postponed to the next meeting, as KW unable to attend.

Matters arising: Sadly, CW has resigned. GP to arrange a card and wine as a thank you for all his wonderful work while on the Committee. All agreed to try once again to increase the Management Committee by either filling the vacancies or co-opting. AW was thanked for up-dating all of the 200 Club information. EP to produce a project list to keep track on on-going items and actions.

Treasurer's Report: All thanked GP for producing the Treasurer's report which was discussed and unanimously agreed. All unanimously agreed the payments of £5,290 to BN for the kitchen, cladding and fire door repairs; £1,784 to refund CW for the resprayed doors, the water boiler, tiles and other kitchen items. All agreed to update the bank signatories to remove CW and increase the number of signatories by including MT and OB. MT agreed. GP to ask OB. GP to arrange the signatory forms for completion. PF is working with GP to draw up the accounts for year ending 2021. Going forward, the process of completing accounts and reporting to the Charity Commission was discussed. All agreed to keeping the process as simple as possible while ensuring the correct format and process was followed, as per the guidelines available from the Charity Commission and published on their website. GP confirmed that he produces the return for the Charity Commission and will do so for the year ending 2021.

Bookings Report: All thanked EP for producing the bookings report which was discussed and the following outcomes and actions agreed:

EP to continue work on the Hall information folder. OB was thanked for providing feedback to date. EP to produce the draft Health & Safety Policy and Fire Safety Check procedures, to add to the content. MT and GP to work with EP to up-date the practical processes and procedures to ensure these policies are carried out. MT and GP to arrange checks of the fire safety equipment.

EP to add a version number and review date to the newly up-dated hire agreement and standard terms and conditions. EP to send the agreement to MT and GP for feedback, to ensure the presentation is pleasing and user-friendly. All to provide feedback to EP.

MT confirmed the email address for the PC and EP to send this quarter's invoice.

All agreed it was good practice to send a hire agreement to all those booking the hall. This keeps the process simple and straightforward, as well as beyond reproach. EP to send a contract to PB.

All agreed to the Market to your Door van visiting for the 1st Saturday of every month and to a coffee morning from 10-12 on these occasions. There would be no charge to Market to your Door and the coffee morning would cover the cost of hall hire. There is the possibility of involving local charities. EP confirmed the hall is available for this booking in September and October but is not available for August (Wedding Reception) and November (Private Party) 2022. EP to write to Market to your Door confirming the dates for 2022 and 2023 and suggest an alternative venue in Upton Bishop on the dates the Hall is not available. EP to ask KW about the coffee mornings.

EP to fence off the septic tank area for the 4Recycle camping weekend. EP to send a copy of the Hall risk assessment for the outdoor space to Charlotte Pomeroy at 4Recycle to help them carry out their own risk assessment.

Trust Deed: MT was briefed on the meeting on 31st May with the Management Committee, the Hall's historical Trustees and RT of Community First but as KW was unable to attend tonight's meeting all further discussion and decision making was deferred for a future meeting.

Preparation for the AGM: Preparation was discussed and all agreed to a notice in The Chimes for September and October as to the AGM date of Tuesday, 18th October 2022; inviting nominations for the Management Committee; and welcoming all in the Parish to attend. The election process was discussed and EP to distribute a draft to all on the Management Committee for agreement. EP to prepare AGM posters for all noticeboards for display no later than 18th September, giving at least a month's notice.

Communications for The Chimes and village website: EP to provide OB with dates for the AGM and deadline for nominations for the Management Committee.

Any other business:

EP has carried out monthly checks of the outdoor space. Ivy around the tree by the field gate has been cut back; a very small amount of litter has been picked up on each occasion; the hedge along the bottom stock fence is filling out well.

The Hall has been accepted for licences under the Microsoft not-for-profit scheme and EP will ask for the help of the Committee, when ready to set this up.

The maintenance schedule is being up-dated and EP will keep the Committee informed of anything that needs to be done.

Date of next meeting: Suggested for Wednesday, 24th August 2022 at 7.30pm (All to confirm or arrange alternative)

Date of AGM: Tuesday, 18th October 2022 (All to confirm the start time of 7.30pm or 8.00pm)