

Upton Bishop Millennium Hall Management Committee

Minutes of Meeting on Wednesday, 18th May 2022 at 8.00pm

Present: Katie Wallace (KW), Olivia Boon (OB), Angela Walker (AW) and Elaine Powell (EP)

Apologies: Mike Tyers (MT), Clive Wilson (CW) and George Pendlebury (GP)

Minutes of previous meeting held 27/04/2022 agreed as correct and signed by KW. No reply has been received from GeekyGirl regarding the Fastershire Grant and KW will look at other possible ICT providers.

Finance and Insurance: Thanks to GP for providing the Treasurer's Report which all unanimously approved.

Hall Trust Deed: All discussed the Solicitors reply regarding the Trust Deed and agree a meeting with the Trustees should bring about a positive outcome, with the aim of clarifying the Deed for the future benefit of the Hall. Unfortunately, there isn't a date when everyone is available and all agreed to KW arranging a meeting for 31st May, 2022. KW to invite RT.

Review Hire Fees: All discussed the current fee structure and agreed that a simplified table should be drawn up that can be published on the webpage. In preparation, EP checked this year's income to the expenditure budget drawn up by GP and there is no need to increase fees. EP to draft a table of Hire Charges incorporating the suggestions discussed and circulate to all on the Management Committee for further discussion.

Action: **EP** to draft a table of hire charges for **all** to review.

Review Draft Hire Agreement, Standard Terms & Conditions and Hirer's Information sheets:

At the Hall Health Check, RT recommending up-dating the Hire Agreement and the Standard Terms & Conditions. All discussed the up-dated draft circulated prior to the meeting and agreed to remove points which do not apply to the Hall and to simplify some of the presentation. All to refer to the Model Hire Agreement reference document from Community First and the explanatory notes. Community First recommend adopting their model Standard Terms & Conditions as these have been checked by their legal team. The Hirer's Information Sheet and Check List to be up-dated.

Action: **EP** to finalise the up-dated draft Hire Agreement and **all** to check to the Model Hire Agreement from Community First. **EP** to up-date the Hirer's Information Sheet and Check List and **all** to provide feedback.

Hall Events: AW to give information to OB for The Chimes and village website.

Energy Audit: The Energy Audit to be discussed further at the next meeting.

A.O.B.: There was no other business.

Date of Next Meeting set for 31st May 2022 to discuss the Trust Deed.