

Upton Bishop Millennium Hall Management Committee

Minutes of Meeting Tuesday, 22nd November 2022 at 7.30pm

Present: Olivia Boon (OB), Pollyanna Bushell (PB), George Pendlebury (GP), Elaine Powell (EP), Katie Wallace (KW),

Apologies: Clive Wilson (CW), Mike Tyers (MT)

Declaration of acceptance and election of officers: OB, PB, KW, EP and GP all signed the trustee declaration of acceptance and officers were elected, as follows:

Chair – PB and KW offered to share the role of Chair. OB proposed PB and KW, GP seconded and PB and KW accepted, each as Co-Chair for the Committee.

Secretary – EP offered to continue in the role of secretary and booking clerk. OB proposed EP, PB seconded and EP accepted.

Treasurer – GP offered to continue in the role of Treasurer. OB proposed GP, KW seconded and GP accepted.

Agree and sign Minutes of previous meetings: The minutes of 28th September 2022 were agreed and signed by KW.

Correspondence: Newsletters from Community First regarding energy bills (email 1/11/22) and funding (email 25/10/22) were discussed.

Outcomes of AGM and actions arising: A draft copy of the October 2022 AGM minutes was circulated prior to this meeting. The feedback from members of the public attending the open meeting prior to the AGM was discussed. There remains a vacancy on the Management Committee for an elected member. A note to this effect was placed on the village social media page and in the Chimes but no response has been received to date. All agreed asking people to apply may be a more successful way to fill the vacancy.

Trust Deed: EP reported the following correspondence with LS (Bates Wells partner in Charity and Social Enterprise Department):

12th October 2022 LS wrote with proposed steps to review, up-date the Trust Deed and vest the title documents with the Official Custodian, and to outline costs.

27th October 2022 EP confirmed agreement at the AGM to vest title documents with the Official Custodian and to modernise and up-date the Trust Deed. EP also confirmed to LS the outcome of the election and appointment of Trustees at the AGM.

2nd November 2022 LS will check if there are sufficient Trustees to progress.

All agree to accept the proposed outline and costs and EP, PB and GP agreed to provide details for the client on-boarding process.

Action: EP to write to LS with details for compliance with client on-boarding.

Finance: GP was thanked for providing the Treasurer's Reports. GP informed the Committee £16,021 is in the day-to-day committee accounts and £63,460 in restricted accounts. The Profit and Loss accounts show a surplus for the year of £5,780 and for Quarter 4 so far of £1,151. This was distorted by the handover from PF of £7,500 from the Sports and Social Fund.

The gift of the Sports and Social Fund means it is likely that the turnover for 2022 will exceed £25,00 necessitating accounts, Trustees report and an auditor's statement to be uploaded to the Charity Commissioners annual return. The Committee discussed the need for an auditor. RG had offered but after discussion, all agreed that due to the additional work required, GP to contact Sarah Goulding at Thornes.

The Committee discussed other matters arising. GP has contacted Covea for a current valuation of the Hall. GP requested increasing the Treasurer's spending limit to £2,000. All agreed this would be helpful as oil and insurance invoices would exceed £1,000. The Committee agreed to increase the limit to £2,000 but as a safeguard, require two signatories for on-line transactions. GP to update the limit and signatories, with GP and EP to authorise payments. GP will also up-date the bank signatories with current trustees and remove former trustees.

The up-dated Trustees report for the Charity Commission was signed by EP and KW. GP reported a delay and difficulties filing the return to the Charity Commission this year as there were extra steps involved due to the income being over £25,000.

GP continues to manage the 200 Club.

The Committee unanimously accepted the report and thanked GP.

Action: GP to up-date the bank authorisations.

Buildings and Maintenance: The Committee discussed replacing the lighting in the loos with energy efficient units and sensors. EP to ask MG for a quote. EP also to ask MG to replace the faulty dimmer switch in the main hall.

More energy efficient fly zappers were discussed and their effectiveness debated. All will give this more consideration and put this on the agenda for the next meeting.

Two of the loo seats and the soap dispenser in the ladies have been replaced. The scissor mop has also been repaired and is up in the loft as a spare. GP offered to trim back the fir tree by the main gate and to clear up the rabbit scrapes.

EP confirmed the outdoor risk assessment checks were completed with no matters arising.

GP to organise keys for CW and PB.

All agreed to opening the hall after the Christmas break on Monday 2nd January for badminton.

Actions: EP to ask MG for a quote for lights. GP to give keys to CW and PB.

Bookings: EP provided the booking report and matters arising were discussed. There has been a request for a projector for a new booking. All discussed what current groups use and different options. In the first instance, EP to ask Community First for any recommendations.

Action: EP to obtain recommendations and quote for audio/visual equipment.

Committee Meeting dates were discussed for 2023 and all agreed on meeting every two months, as follows: First Saturday morning in February, April, June, September and November, either before or during the Coffee Morning. The AGM would continue to be in October.

Date of Next Meeting: Saturday, 4th February 2023 with time to be agreed.

Meeting closed at 9pm.