

Upton Bishop Millennium Hall Management Committee

Minutes of Meeting held on Thursday, 22nd June 2023

Present: Olivia Boon, George Pendlebury, Elaine Powell, Mike Tyers, Clive Wilson

Apologies: Pollyanna Bushell, Katie Wallace

Election of Chair for the meeting: OB nominated GP, MT seconded and all agreed to GP as Chair for this meeting.

Declaration of Interest: none

Minutes of previous meetings: All agreed the minutes are a true reflection of the meetings. GP signed the minutes of 13th February, 2023 and 4th March 2023 as correct.

Correspondence: EP thanked the Committee on behalf of GH for the gifts received for looking after the keys. GP passed on thanks from PF for the gift for completing the accounts each year. EP reported a request from FL regarding metal detecting. All agreed to metal detecting at the WI event in August and to FL detecting after that date. EP to complete the permission form. An email was received from Marches Energy Grant, acknowledging interest and heavy subscription but still on-going. No further action at this stage. EP has received sophisticated phishing emails and scams and a reminder was given to all to be careful and not follow links in emails.

Trust Deed review: all discussed the tracked changes and comments received from Bates Wells on 16th June, 2023 and agreed amendments and points to query.

Actions: OB to supply new wording for the Trust Deed regarding PCC. EP to circulate the outcomes of the discussion regarding the Trust Deed to committee for agreement before submitting to the solicitors.

During the discussion, MT proposed for reasons regarding GDPR and security that the village hall should have it's own laptop for use by the secretary and the hall should also have its own email address. EP confirmed that she had bought a laptop in January for approximately £400 and is used only for hall work and that the hall already has its own email address through Microsoft's not-for-profit scheme. The email subscription is free for 10 years but the office products are only free for one year. Renewal and subscription will be needed from January 2024. All agreed that EP should send a receipt to GP and will be reimbursed for the laptop.

Treasurer's Reports and matters arising: GP reported the £13,624.82 in the day-to-day Committee account and £67,981.89 in the restricted accounts, totalling £81,606.61. The Profit and Loss account shows an adjusted surplus for Quarter 1 of £942.04. Year to date, the Profit and Loss account shows a profit of £3,399.72.

The invoicing system trial in Quickbooks added extra work to the accounting side and so the trial has stopped. As the trial spanned both quarters, there is a distortion to hall hire in the accounts but that will be self-rectifying. EP has made a new invoicing system using Excel and that is working well.

The interest rate of 0.7% in the CAF account (Charities Aid Foundation) is disappointing and GP reported 3.5% elsewhere. All agreed to GP looking into alternative accounts.

Significant agreed expenses are the replacement lights in the ladies and gents loos: £240 to SR and £270 to MG. The boiler service and repair by LC was £183, and the insurance was renewed with Norris & Fisher for £1,344.52. Expenses to GP of £196.54 approved by all.

All thanked GP for the Treasurer's report and unanimously agreed. EP was thanked for trialling and making a new invoicing system.

Action: GP to make recommendations regarding interest bearing account.

Buildings and Maintenance

EP has met with BN to go over all repairs reported. These include: replacing the beading to windows/doors, repairing rot and paint frames where required; repairing the overhead door mechanism on carpark side and fit doorstops; repairing the roof fascia; removing the 4 x old fly traps and installing 1 x new led model and making good the walls. All agreed the repairs and to engaging BN to carry out the work.

CW brought floor samples for the entrance corridor, meeting room and 4 x store cupboards. All preferred the grey sample (Pennine Fawn 7030).

All agreed replacing the goal posts and the discussion on re-siting postponed to the next meeting.

EP confirm completion of outdoor risk assessment checks.

Review Health and Safety Policy and Procedures: EP and CW met and completed the Health and Safety Checklist. EP to type up the outcomes. A draft Health and Safety policy and folder has been put together.

Action: EP and CW to complete the Health and Safety policy, procedures and folder, ready for the committee.

Bookings: No outstanding issues to report. All agreed hall hire for Little Swallows 20th year celebration would be without charge.

Prepare for AGM: All agreed the draft minutes of the 2022 AGM are a true reflection of the meeting. They are filed on the village website and will be put forward for signature at the 2023 AGM. A meeting to prepare for the AGM will take place in late August/early September.

Provisional date of the 2023 AGM is set for Thursday, 12th October from 6pm-7.30pm.

Date of Next Meeting and meeting set up volunteer: to be decided.