

Upton Bishop Millennium Hall  
Minutes of Management Committee Meeting  
Saturday, 4<sup>th</sup> November 2023 at 11.30am

Present: Katie Wallace, Pollyanna Bushell, Clive Wilson, Olivia Boon, Elaine Powell

Apologies: Mike Tyers

Declarations of Interest: None

Trustee declaration: All present signed the Trustee Declaration, having received the Charity Commission outline of duties and responsibilities, 'Charity Trustee: What's involved' ([Charity trustee: what's involved \(CC3a\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/charity-trustee-what-s-involved)). EP to send a copy to MT.

Election of Officers: Officers were elected as follows:

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

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

Chair – there were no volunteers for the role of Chair. This position remains vacant and the committee will rotate the role of Chair for meetings.

Elect Chair for the meeting – EP offered to Chair this meeting and all agreed. OB offered for the next meeting. All to forward agenda items to EP for collation.

Minutes of Open meeting and Committee meetings held on 14<sup>th</sup> September, 2023: All agreed these to be a true reflection of the meetings and EP signed as correct.

Matters arising from AGM on 12<sup>th</sup> October, 2023:

The 2022 accounts have been completed with thanks to GP and SG. GP sent a copy to CN for the village website. The invoice for Thornes of £960 has been paid.

GP proposed SG at Thornes as the independent examiner of accounts. EP seconded and all agreed.

The draft minutes of the AGM were circulated prior to the meeting and all agreed these to be a true reflection. EP to send a copy to CN for the village webpage and these remain as draft, to be agreed at the next AGM.

GP has completed the annual Charity Commission return, with thanks from all. GP will up-date the list of trustees, removing the position of Chair.

There remains vacancies for an elected trustee and the WI have not put forward a representative. EP to write to WI to ask if they have a volunteer. There are two volunteers who'd like to help but not on the committee. CW to thank them and follow up.

GP and EP to contact the Charity Commission regarding resolution/consolidated trust deed and move to official custodian. EP has contacted HCR regarding deed documents filed with Shawcross.

EP to send the final consolidated trust deed to CN for publication on the village website along with an outline of the management committee roles, such as the duties and responsibilities leaflet from the Charity Commission.

All discussed the suggested questionnaire to hall hirers and agreed to focus on the matter of sound quality. EP to circulate draft survey form and all to give feedback in time for the PC meeting on 7<sup>th</sup> November. EP to write to MR regarding the survey and offer to attend the meeting.

#### Correspondence:

Thank you card from Little Swallows for the use of the hall for their 20<sup>th</sup> celebration. They received overwhelming support for the event and were pleased to donate to Farming Minds and Megan Baker House.

Email received on Sunday, 15<sup>th</sup> October 2023 regarding sound boards and OB replied on the same day. PB replied to text messages received during week of 30<sup>th</sup> October.

Email from Bates Wells received on Friday, 26<sup>th</sup> October 2023 regarding their proposed fee of £6,180 plus VAT which is a significant departure from their estimated upper limit of £3,650 plus VAT. Following discussion with the committee, EP wrote to Bates Wells on 30<sup>th</sup> October expressing disappointment that this is the first notification that the fee boundaries had been exceeded and suggesting a reduced amount.

Insurance cover and draft amendments to hall standard terms & conditions regarding Bouncy Castles and events: All discussed the email from Norris & Fisher, dated 19<sup>th</sup> September 2023 regarding insurance for Bouncy Castles and events. EP to draft an up-date to the Standard Terms & Conditions in the hire agreement and send to all committee members for review. EP proposed a brief information sheet for hirers regarding bouncy castles and other events, based on the information from Norris & Fisher and will send a draft to all committee members.

Finance: GP provided a Treasurer's report prior to the meeting. The total in the committee accounts is £28,379.99 and £53,002.98 in savings accounts. Significant expenditure since the last meeting has been £960 to Thornes for accountancy fees and £468.91 for new flytraps. £20,000 has been moved from the CAF account to the general account, of which an initial £5,000 has been deposited with Redbrook Bank earning 4.3% on 95 days notice.

GP suggested a review of hire fees and all to schedule time to review. No further matters arising and all thanked GP, unanimously agreeing the report.

#### Buildings and Maintenance:

CW and GP have checked the condition of the roof and CW has contacted Lowther's. Lowther's report the roof had a plastic coating spray applied onto the steel sheets and the breakdown of this coating is not uncommon. The company that carried out the spray is no longer trading. On checking the roof, CW found no traces of rust and it is likely galvanised. Although there is no immediate urgency, CW to do more research and has contacted a company, suggested by Lowther's, who spray Dutch Barns. If there is a problem, the concern is it will mean a new roof not a respray.

A Chinese Horse Chestnut tree has been offered to the hall and following discussion, all agreed planting. All agreed to the position, in-line between with the coronation oak and established mature trees. OB to contact AD regarding planting. A 'wild' area was suggested along this tree line to save cutting around trees. CW reported a mature ash with bark damage. The committee to ask AD's advice on both matters, in the first instance.

Hall acoustics, sound system and hearing loop were discussed. GP to enquire if the PA system and microphones are compatible with the hearing loop. Hall acoustics to be added to the next agenda, following the sound quality survey.

EP reported that hirers often ask about a screen to view presentations. PB suggested visiting Gorsley Chapel to view their system.

The new fly traps are working well and the committee to monitor if any further pest control is needed.

CW to enquire if the quote for flooring in entrance corridor and meeting room is still in date.

EP to obtain a quote for curtain cleaning. An electrician has been booked to look at reported faults and carry out PAT testing.

The committee discussed making the hall outdoor space more accessible for the enjoyment of the community. An accessible gate over the footpath has been suggested however, the wider potential to section off an area of the field to include a childrens play area was discussed and hall committee to ask the PC if they could work in partnership to scope potential plans. EP to write to the PC ahead of the next meeting on Tuesday, 7<sup>th</sup> November 2023.

Health and Safety Policy and Procedures: Work on the fire risk assessment is in progress. EP to make enquiries about a floor plan being drawn up.

Outdoor and hall risk assessment checks carried out and no further matters arising,

AOB: none

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