

## **Hale Village Hall Management Committee Meeting**

**24<sup>th</sup> Feb 2023**

### **Draft Minutes**

1) **Apologies:** Councillors Spargo and Brown, Clerk B Hargreaves

2) **Attendance :** **Councillors** Mitchel (Chair) Cleary (Vice chair) King

Management members, Thompson, Wright, Platt, Turton (Minute taker)

Declaration of interest: Turton informed the group that should anything come up about Risk support Services that he does some independent training through that company

3) **Previous minutes: 28<sup>th</sup> March 22-** AS the only person attending both meetings being G.Wright these were confirmed as a true record but with no seconder so this has to be deferred again.

**Meeting 28<sup>th</sup> November 22-** Confirmed as a true record By B.Mitchel seconded by N Thompson subject to certain matters arising

- a) Item 12 C. King requested change of word from advised to observed as he is not qualified in this subject.
- b) B. Cleary confirmed that the information about the canopy had been received and passed on
- c) J. Brown has confirmed he has the key cupboard and the bollards and will bring them to the hall on his return to work.
- d) Feedback required over Gas/electric accounts update
- e) Have appraisals been actioned
- f) Update on hours the booking officer should be available for contact.

4) **Public Participation:** There were no public at that time so not public participation

5) **Payments & Receipts:** As the Financial officer was not in attendance this item was deferred but some anomalies were identified for further explanation e.g Repayment to 'Hallmaster' & First Aid Kit. The Chair informed the committee that she had actioned an independent audit of the Village Hall Accounts.

6) **VHMC Building Audit:** As the originator of the report was not present this item was deferred till the next available meeting

7) **Health & Safety :** Following a lengthy discussion, P. Platt identified a number of points he felt needed addressing urgently including ratification of the Fire Safety audit at Trustee level and what appears to be systemic historic failures in the recording system.

It was proposed that P. Platt offer a presentation to the Parish council being the sole trustee identifying points that need actioning

**Proposed by B. Cleary : Seconded by C. King Proposal agreed**

- 8) **Alarm Monitoring system:** As there was no explanation of the requirements for the extended cover this was deferred until information for discussion was received.
  
- 9) **Keys :** After lengthy discussion a number of points were put forward
  - a) That an up to date list of key holders be formulated and a new form designed for both new and existing key holders to sign including the reason / organisation they are holding the keys for.
  - b) Each key holder should be made aware of the policies for holding those keys including any procedures to follow for lost keys or problems that may occur.

**Item proposed by G. Wright** (who had the previous register and offered to start the new one with signatures required)

**Seconded by C. King**

**Motion agreed**

- 10) **Website & media Upgrade:** After a short discussion, it was proposed that B. Mitchell contact Shaun Corness to arrange a time at his convenience to meet and discuss the requirements.

**Proposed by B. Cleary**

**Seconded by C. King**

**Motion agreed**

- 11) **Floor renovation:** After discussion it was agreed to refer this item back to the trustees as the amount of money suggested was outside the remit of the VHMC. Only two members present had been at the recent trustee committee meeting where this item had been discussed and proposals made.

**Proposed by: N. Thompson Seconded by P. Platt –**

**Motion agreed**

- 12) **Declaration of Acceptance:** After a lengthy discussion, it was suggested that as both the Charity commission and ACRE Documents refer to the Trustees, a new form needs to be developed to cover the Declaration of Acceptance for Non-Council members which needs to be signed on agreement by them. This needs to identify the expected responsibilities of the Non-Council members

**Proposed by N. Thompson Seconded by P. Turton**

**Motion agreed**

- 13) **Complaints procedure:** It was felt that the procedure enclosed was in parts a little complicated and as such a simpler form should be developed. An alternative was provided but this should be circulated to all members before a decision is made, possibly by actioning a sub-committee to oversee the correct wording.
  
- 14) **While there was no provision on the agenda for A.O.B** The Chair requested it be noted that data that should have been submitted to the Charity Commission was over 100 days overdue and this should be referred to the Clerk and Trustees to ensure this is carried out as a matter of urgency
  
- 15) The Chair closed the meeting at 2135 hrs with a date for the next meeting set for the Monday 3<sup>rd</sup> April 2023 at **19.30hrs**