

Ilsington Village Hall Management Committee

Minutes of a meeting in IVH Meeting Room on 6 February 2023

Present: Chris Sheldon (CS), Penny Biggs (PB), Rose Underhill (RU), Sarah Jayne Warner (SJW), Nicol Bush (on screen) (NB), Lisa Tandy (LT), Mark Parsons (MP), James Luxton (JL), Catriona Pinnington (CP), Jenny Prior (JP), Jeremy Sacket (JS), Penny Young (previous Treasurer, representing the previous committee), Paul Brassley (vice Angela Brassley).

Apologies: Angela Brassley, Steve Mann, Emma Grant, Malc Littley, Suzi Norris.

Minutes of the EGM held on 10 January 2023

The minutes were agreed as an accurate record of the EGM, Proposed PB, seconded MP.

Matters arising from the EGM minutes

Further work is needed on registration for Gift Aid

Members' mobile phone numbers are needed in order to set up a WhatsApp group

There will be a walk round the hall on 17 February at 3 pm for the chair and any other committee members who wish to attend.

The chair has not yet received hall keys, or a list of existing keyholders, from Liz Butler.

In addition to Nicol Bush (booking clerk), it was agreed that Chris Sheldon, Lisa Tandy, Catriona Pinnington, James Luxton and Steve Mann should be emergency keyholders.

Management Committee

Chair – Chris Sheldon

Vice Chair – Penny Biggs

Secretary (and Ilsington Toddlers Rep) – Rose Underhill

Minutes Secretary – Vacant

Treasurer (and School Rep) – Sarah Jayne Warner

Booking Clerk – Nicol Bush

Hall Manager – Steve Mann

Hall Site Manager – Mark Parsons

Webmaster and Marketing – Lisa Tandy

IT Manager – James Luxton

Emma Grant – Committee Member

Malc Littley – Committee Member

Catriona Pinnington – Committee Member

Village Shop Rep – Suzi Norris

Parish Council Rep – Jenny Prior

Table Tennis Rep – Jeremy Sackett

Treasurer's Report

There are two Lloyds Bank accounts, current (contains £4821) and savings (contains £20562), both pay minimal interest rates.

The accounts of the old committee are currently being audited by Claire Powlesland.

No large bills remain to be paid.

It was agreed that a list of regular expenditures should be compiled: **SJW** will acquire the data from Penny Young. It was also agreed that all key documents e.g. contracts, trust deeds should be stored centrally for future reference. Much of the necessary data (together with multiple files currently in the possession of Liz Butler) could be put on to GoogleDrive. **JL** volunteered to do so.

The Charity Commission needs to be informed of the changes in the names of the trustees

Booking Clerk's Report

There are problems with Bellamy's, the company currently cleaning the hall, who are difficult to contact and clean insufficiently often. The possibility of finding an alternative was discussed. **JL** offered to ask the shop manager about the shop's cleaning arrangements.

A request by Liverton Scouts to hold a sleepover in the hall was approved.

The possibility of using Hallmaster to provide more use data was discussed.

LT will explore the possibility of using the parish noticeboards and other medium to publicise regular events in the hall and drive additional revenue opportunities.

There was a wider discussion at this point about various policy and training issues; see below under Training Opportunities.

Shop Report

In the absence of the shop rep there was a brief discussion about the opportunity to collaborate further with the shop. **PB** agreed to speak to the shop chair, Emma Schramm (subsequently updated to Alan Coles / Suzi Norris).

Electricity Contract Renewal

JL reported on the impact of the expiration of the current 2-year Eon fixed-price contract on 1 July. The hall currently uses 22,000 KWh (i.e. units) per year on a 3-phase supply paid by variable direct debit, and has solar panels which generate about 3,000 KWh. This total includes consumption by the shop, which currently pays £382 per month for its electricity. Hall users pay 8p per unit for heating, but the current cost to the hall is 17p per unit. The coin meter currently installed only allows costs to be increased to 24p per unit. It is estimated that the price that has to be paid under any new contract could be four times that of the existing contract. Clearly this change has very significant impacts on both the shop and the hall.

Several responses to these challenges were discussed: the pros and cons of changing the hall electricity meters or moving to a new charging system; installing a smart meter to improve data on usage; changing the wiring to feed solar-generated power to the shop; changing the wiring to feed one phase to the shop; discontinuing the practices of having the hall water boiler and the shop air conditioning systems in continuous operation; and investigating alternative electricity suppliers and tariff arrangements. It was agreed that as a first move **CS**, **MP** and **JL** would form a sub-committee to consider the options available but in the interim a decision was made to install a Smart Meter as soon as reasonably practical.

Trust Deed

The Parish Council is the Custodial Trustee of the hall (i.e. in effect the owner) and members of committee are Administrative Trustees. There is a need to update the 1961 Trust Deed but it was agreed that this is not urgent and could be postponed at present.

Training

It was agreed that the committee needed further training to fully understand their roles as trustees, and in order to put in place various policies e.g. on safety, business development, fundraising etc. **NB** took part in the first “Enterprising Halls” training session and found it useful, **SJW** attended the second and others were identified to attend other sessions [**SJW** Funding Application, **PB** Business Plan, **CS** Sustainable energy and **NB** Extending Hall Use]. **CS** will arrange for Martin Rich (Devon Communities Together) to give a presentation to the committee on Trusteeship.

Fund Raising

Several suggestions for fundraising were discussed, including obtaining grants from the parish, district and county councils. It was agreed that there should be further discussion of this at the next meeting.

Future Projects

Discussions took place about increasing the number of solar panels on the roof; installing a battery system and installing electric car charging points, which could provide a future revenue stream. (**CS**, **MP** and **JL** to investigate further).

AOB

It was agreed to put the EGM minutes on the website

PB agreed to contact the parish magazine editor with a view to writing an article about the new management of the hall.

It was agreed that reports of accidents in the hall should be sent to Steve Mann.

Date of next meeting

13 March 2023 at 7 pm in the meeting room

There will also be a meeting on 15 May at 7 pm before the AGM.