**MINUTES**

**ILSINGTON VILLAGE HALL MANAGEMENT COMMITTEE (IVHC)**

**Monday 18th September 2023, Ilsington Village Hall Meeting Room, 7.00pm**

**Present:** ), Penny Biggs (PB), Chris Sheldon (CS), Sarah Jayne Warner (SJW), Mark Parsons (MP), James Luxton (JL), Jane Turner (JT), Nicol Bush (NB), Jenny Prior (JP), Lisa Tandy (LT).

**1. Apologies:** Rose Underhill (RU), Catriona Pinnington (CP), Jeremy Sackett (JS),

**2. The Minutes of the Committee Meeting on 18th July 2023** were agreed as an accurate record.

**3. Matters Arising - PB**

A list of ‘matters arising’ was reviewed by PB and the following actions were noted/carried over:

ACTION: RU to advise PB and CS about what equipment is needed in the store room and to report back about whether they have done a fire alarm test for Twiglets.

ACTION: SJW to ask school if they have tested the fire alarm at the IVH and report back.

ACTION: SJW to provide a look back review of bookings over the last year by quarter splitting out which are regular bookings, parties etc. Referred to as a ‘rolling review’.

ACTION: SJW to keep everyone up-to-date with regards to Gift Aid and Bank Card applications.

**4. Booking Clerk's Report - NB**

NB informed the committee of the following new bookings:

Bristol University Expedition group in October ( weekend hire), Band Practice have added more dates and requested to use the meeting room rather than main hall for the acoustics, more birthday party bookings, The dance rehearsal group have requested another date, White Eagles have added more dates across 2024, Sporty stars have added 2 more dates - Nov and Feb. NB advised she is communicating with the school regarding the contract but has now input all requested hours for this term onto hallmaster ready to quote.

NB has sent out all Fire safety/Fire evacuation and Health and safety documents to the School and SE Bellamy (cleaning contractors) and will continue to send them out with each new booking.

Also emailed SE Bellamy to ask for clarity on when the hall is actually being cleaned so this can be monitored and checked with the committee.

ACTION: LT to post H&S / Fire documents to bookings page on website (later to also be added as links to the Hiring Agreement in due course).

ACTION: NB to attach Fire Safety/Health and Safety/ Fire evacuation documents with all future bookings.

**5. Treasurer's Report - SJW**

* PB thanked SJW and CS for their help in processing the annual Charity Commission Return (CCR) for 2022. PB provided the written report required by the CC. SJW confirmed we have received a signed version of the audited accounts from C.Powlesland following the request from CS and this is loaded onto OneDrive. SJW advised CC updated their online access in July 2023 and have accidentally changed our email from Ilsington to Islington and therefore our emails have not been received / we cannot update our trustee details.
* SJW informed the committee that PB & SJW submitted a Gift Aid Application on 18th August 2023. This required several additional pieces of information, including the Title Deed, Accounts from last year, the CCR to be in place, bank account statements all of which were sent by SJW in August. SJW needs to be repaid for postage spent on this application. SJW thanked PB for her time in reviewing the predicted annual income for this year.
* SJW confirmed that a request for 4 new debit cards has been placed on the 9th August 2023 for CS, PB, JL and SJW. SJW subsequently confirmed that debit cards have been received.
* SJW apologised for not being able to make the last committee meeting but hoped everyone had been able to review the ‘High-level monthly cash summary’ and ‘List of future payments’ sent out since the last meeting. Everyone agreed this was useful and what was required. CS commented it was confusing and SJW has since updated headings to clarify.
* SJW has provided JL with the Direct Debit instructions for EDF as we wish to move from cash/cheque to Direct Debit. JL agreed to follow-up on EDF request for readings. SJW informed everyone that Eon have paid us back £349.86 on the 6th Sept but JL advised the agreement for final readings between Eon and EDF was still in progress so could result in more cost. September FIT readings have been provided by JL and submitted online by SJW.
* SJW sent out a message before this meeting to remind everyone that SW Water have read the meter themselves in Sept so we do not need to do this ourselves.
* SJW explained how the cost of 2 music licences bought each year relates to the rental income from 2 year’s prior. This year’s licence cost was based on 2021 Rental Income. Following on from the April IVH committee meeting SJW explained these licences were more expensive compared to last year (£306 versus £132) as they were based on income from 2021 not 2020 (£12774 versus £3000 due to lockdown). SJW would like it minuted for future reference: Rental Income in 2021 £12774. The 2 licences (PPL/PRS) are based on 1% of the rental income each, this is £255.48 ex VAT. Once VAT is added it becomes: £306.58. The PPL/PRS licences will cost £249 in Jan 2024, based upon our Rental Income from 2022 (£10,391). It was noted that rental income under £10k pa would result in a much lower fixed fee. The cost for the licences in Jan 2025 will be based on Rental Income from 2023. SJW believes this will also need to include the rental achieved from any fundraising events where we have charged rent e.g rental from our Table Top Sale event.
* SJW has made BACs transfers to PB and herself for receipts for the recent Table Top Sale 18th Sept. CS commented that we should use Ilsington Village Shop (IVS) for these events where possible. JT confirmed it is possible to order items that are not generally available in the shop on a sale/return basis and this is something we should discuss with the shop manager in advance of future events (at least 2 weeks in advance). PB i) noted that if people have comments on event plans they please advise proactively in order to achieve optimal results as we are all learning ii) requested that anyone who has spare time get involved /help arrange future events.
* SJW asked if we should put bins into each toilet as there are only 2 sanitary bins currently provided by PHS Waste Management. For the committee’s information we pay £134.85 (£112.38 + VAT) for 12 months contract to remove sanitary waste. This reduced significantly from £720 in 2022 as we amended the contract to suit the new facilities. The sanitary waste is emptied every 2 weeks.
* SJW advised the JN Fire Safety contract is due for renewal on the 1st December 2023.
* SJW commented no cleaning invoices had been received since Feb 2023. Nicol/PB chasing.
* In August SJW completed a comparison between Liverton Village Hall (LVH) 2022 expenses and IVH 2022 expenses as requested by CS and this has since been reviewed by SJW, PB, and CS. This is saved onto OneDrive, under Treasurer Summaries/Comparison. This informed us that, whilst the electricity and water costs were very comparable, LVH spent more on hall & garden maintenance last year (if we exclude our one-off update to our facilities) but roughly £4000 less on cleaning, £300 less on marketing and website and £200 less on accountancy, new purchases and stationary.
* CS commented he was concerned there would be a large payment required once we have our next electrical test/review. CS is looking into when this is due.
* JL commented that he will be taking photographs of the electricity meter readings at on/off peak times to send over and will review the final bill from EON once we receive it.
* LT commented that we must add Wickes to our Future Payments. JL and LT are going to discuss this offline.

ACTION: SJW to update Trustee details on the new CC website once they provide new login details.

ACTION: SJW and PB to discuss PHS requirements

ACTION: SJW to send a quote asap to the school for the new school contract.

ACTION: SJW to send out financial summaries of Table Top Sale / Jazz fundraising events.

ACTION: SJW to inform Friends of Ils. School re 60:40 profit split from TTS (40% to Friends).

ACTION: SJW to repay herself via BACS for keys cut in March 2023.

ACTION: NB & PB to chase up Cleaning invoices from Bellamy.

ACTION: CS to follow up with JN Services, Totnes Fire & Safety, South West Fire Safety to request 3 quotes for comparison as JN Services contract is up for renewal on 1st Dec 2023.

ACTION: CS to also request a quote for a cooker repair and for removing hot water cylinder in the Meeting Room area as JL informed everyone that it is currently orange-coloured water.

ACTION: CS to advise next full electrical review date

ACTION: JL to review final EON bill once received

**6. Shop Report - JT**

* CS commented the recent Jazz evening worked well using the shop for supplying the refreshments and mentioned that he is updating IVH T&Cs to include the village shop being the preferred supplier of refreshments (discounts likely available if requirements discussed with shop manager several weeks in advance)
* PB asked if the IVH website had a link to the shop’s food/drink menu, LT confirmed there was not but can be added while waiting on the merging of IVH and shop websites.

ACTION: CS to complete update of our Hiring T&Cs

ACTION: LT to add link on IVH website to the village shop food /drink menu.

**7. Hall Operations/Administration - CS**

* CS reported the coin meter had been upgraded and heating in the meeting room was now off.

 JN services have replaced faulty emergency lighting.

* SJW asked if we wanted to trial the free cistern bags received recently from SWW to monitor potential water waste, and the committee agreed this was a good idea.
* CS explained there had been confusion with the fuses and the boiler fuse was actually for the underfloor heating in the meeting room. This is currently off but can be set according to the meeting room hire schedule as it takes some time to warm up being a heat pump. Temperature can be controlled by a thermostat on the wall.

 ACTION: CS to display notices in the meeting room re how the water heater operates.

**General update- grounds/playpark**

* MP explained that the grounds were in a reasonable condition. The play area had a ROSPA inspection in April and a couple of items were highlighted as requiring attention (not urgent) e.g steps up to the slide and climbing frame and damage to the the wooden fence at the entrance. Although identified as low risk back in April MP feels these matters should be addressed, especially the safety surface which is now covered in moss after lots of rain (MP has cleaned this in the interim).
* MP asked who owns the play equipment and would TCC have contactors who could repair the equipment? JN to enquire about this with the IPC.
* ***Subsequent note from PB:*** *there has been a lot of past discussion about the playparks by IPC and who is responsible for the work. Apparently IPC have inspected the play parks and received quotes for the work required. We have not been advised of this action/any follow up action and this is not apparent from the IPC minutes. PB to circulate notes*

ACTION: MP to look into a natural remover for the moss build up on safety surface.

ACTION: JP to enquire with the Parish council about who owns the play equipment/ if TCC have contractors recommended for the work on repair to play equipment and fence, MP to support.

**Electricity contract**

* JL confirmed that the electricity contract switch has taken place.

**Minibus**

* PB asked the school if the minibus could be moved up to the playing fields. The school declined this request on the grounds the minibus is now being used more regularly. The committee agreed that we would i) investigate further with the actions below and ii) temporarily monitor its use.

ACTION: JP to re-ignite conversation on who owns the minibus with the Parish council.

ACTION: SJW to speak with Sarah Harcourt-Smith to clarify how far her investigation into ownership got before her resignation.

ACTION: JL To speak with the academy head to clarify ownership/location.

***Subsequent note from PB****: there is a lot of back and forth about this on the IPC website but no outcome. PB to circulate notes*

**Water Butts**

* Received x4 water butts from SWW. The idea is to put 2 either side of the down pipes on the back of the hall / in the car park grounds but there is an issue with the surface of the car park being sloped. MP said a level surface could be built from concrete or timber to address.

ACTION: MP to look into level surface for this and the interim storage of the water butts.

**Defibrillator**

* PB informed that the IPC are not prepared to contribute to the maintenance of the defibrillator as this is owned by IVH. JP noted the Haytor defibrillator was purchased by public donation and will be maintained by the Parish council for 2 years.
* CS informed that the defib is self-testing and only requires Duracell batteries which are cheap to replace. Our concern is more around responsibility / liability
* CS requests we have annual checks and a contractor to help maintain.

ACTION: JP to ask the Parish council again about the defib situation and report back to PB.

***Subsequent note from PB****: there is a lot of back and forth about defibrillators on the IPC website, including talk of grants for maintenance but no clear outcome/action. PB to circulate notes*

**8. Policies & Documentation Priorities**

* PB advised the committee on the updated H&S policy and Fire Safety/Evacuation policy both of which are now displayed on the wall in the lobby / in the book in the kitchen and have been circulated to /reviewed by the committee. These are also being sent out with all new bookings and will be displayed as links on the website.
* JL asked if all Trustees are responsible or just named trustees delegated. PB advised that all the committee are responsible for all these matters/policies but there are also named individuals with certain specific duties, including PB,CS MP.
* CS explained the H&S risk assessment has a ‘checklist’ which has been updated and has been circulated. PB welcomed any comments on this or any aspect of the various H&S/Fire/other policies. JL advises the H&S document needs to be updated every 2 years.
* CS says firms suggest testing the fire alarms weekly. CS advises that he does this weekly as well as checking emergency lighting and results are input on google drive
* CS/PB have gone through the hiring agreements but have not yet finalised for review by the committee. They will be proposing changes e.g. charging for 30 minute increments

ACTION: PB to check if it is appropriate for individual committee members to be named as responsible for specific items such as first aid box.

ACTION: PB to circulate updated hiring agreements once complete for comments.

ACTION: LT to add a link on the IVH website to the H&S/Fire and Fire evacuation documents.

ACTION: JL to look into displaying QR codes on the notice board for easy access to relevant docs.

**9. Grants & Funding**

**Solar Grant**

* JL confirms we are the 18th applicant and 3rd on the waiting list for the Teignbridge Green grant phase 1. Phase 2 has not been released yet but we should know more shortly. In the meantime JL has been gathering quotes (Sungift-quoted under £25k doesn’t include VAT) VAT can’t be reclaimed on this but is currently not an issue.
* JT and JL are working together on shop electricity and water agreement/payments/grants

ACTION: JL to continue working on the quotes

ACTION: JL/JT to continue work on water/electricity agreements (and future solar grants).

**GRIN (GRANT RESOURCES INFORMATION NEWSLETTER)**

* CS explains that we can use this service to identify potential grants e.g for car charging points. Three of the committee have been receiving emails and are monitoring this. The cost is £60 per annum/£100 per 2 years. CS and CP put it to the committee to vote on whether to pay this. The committee agree this would be acceptable to trial for a year and JL asks if the shop couple possibly have access to this also and perhaps pay half.

ACTION: CS to look into grant for car charging ??

ACTION:CS to speak with the shop on collaborating on GRIN

**10. Events / Activities / Marketing**

* PB informed the committee about the need for more events to generate more income

**Grounds makeover** - PB thanked MP and his wife for the garden makeover event. MP explained out of 25 actions for the day, 20 were completed with great success. £30 was kept back for any extra bits.

ACTION: MP to finish moss removal

ACTION: MP/others to replace planter in millennium garden and remove waste

ACTION: MP/others to do an Autumn prune on the car park hedgerow.

ACTION: Water butts to be dispersed

**School gardening club update -** PB advised the school are still reviewing this opportunity due to lack of volunteers to run it.

**Table top sale -** SJW confirmed that 22 tables were sold, 3 rails charged at £2 each last minute. Total table funds raised = £216. Total funds raised from raffle and refreshments £244. Total raised minus raffle prizes = profit of £421.54 total raised. SJW mentioned it was a good turn out and very positive feedback. Others felt that better footfall could have resulted in better sales for the stall holders. Overall a very successful result. Tables were booked via BACS then a receipt was sent via hallmaster which SJW found much easier to manage.

SJW suggests maybe a Christmas/Easter table top sale would see a better turn out.

ACTION: LT and PB to discuss offline about future events and present back to the committee

ACTION: events to be discussed at next meeting.

**Other -** PB informed the committee the History group cabinets- pending and will report back to us.

MCC bench should be arriving soon and will just need securing. MP informs that Richard at the Pub has offered equipment for hire if IVH wishes in future.

**NYE birthday booking-** PB informed the committee about this booking taken by NB and that locals need to be informed about it in good time. LT /others concerned about the noise after the last event and would rather have not accepted. CS suggests future conditions of hire will say no live music after 11pm.

ACTION: PB to write to hirer with conditions of the evening to ensure no disturbance for neighbours

ACTION: MP/PB to consider smoking ‘bucket’ outside of the hall

ACTION: CS to add live music conditions into updated hire agreement.

ACTION: Committee to discuss and vote as a group on any future bookings which may have an impact for locals/neighbours.

**13. AOCB**

**IVH facebook page-**

* LT asked to discuss the content of the facebook page and whether we should/shouldn’t be promoting other pages and events in Ilsington e.g. the Pub have been promoting the IVH events so should we promote their events being part of the same community.
* CS /JL prefer the IVH facebook page to remain IVH events only as we are a charity.
* SJW explains the need to post regularly to get an algorithm which creates more traffic which the hall doesn’t get with our own minimal posting.
* The committee agreed (with a vote of 5 members) to trial sharing **appropriate** event materials for the church, school, shop and pub until the end of this year and review from there.

ACTION: LT to trail facebook advertising of community events until end of the year and then review.

**14. Date of next meeting to be discussed offline**

**THE MEETING ENDED AT 9.30 pm**