

## MINUTES

### ILSINGTON VILLAGE HALL MANAGEMENT COMMITTEE (IVHC)

Wednesday 26<sup>th</sup> April 2023, Ilsington Village Hall Meeting Room, 7.00pm

**Present:** Chris Sheldon (CS), Penny Biggs (PB), Sarah Jayne Warner (SJW), Mark Parsons (MP), James Luxton (JL), Steve Mann (SM), Catriona Pinnington (CP), Jeremy Sackett (JS), Suzi Norris (SN), Nicol Bush (NB), Belinda Hayes (BH).

**1. Apologies:** Emma Grant (EG), Malc Littley (ML), Rose Underhill (RU), Lisa Tandy (LT), Jenny Prior (JP).

**2. The Minutes of the Committee Meeting on 13<sup>th</sup> March 2023** were agreed as an accurate record.

#### **3. Matters Arising - PB**

A list of 'matters arising' were communicated to the committee by PB. The new key safe has now been installed in the hall storage area. All users need a code to access this which is on GoogleDrive. PB communicated how obtaining new quotes for a cost to rebuild the village hall has been unsuccessful and that the insurance for next year will continue to consider the same value currently quoted. SJW will collect Trustee details from those present and add to the Charity Commission website. SM is now responsible for the Defibrillator. A new post box has been installed outside the front door. SJW commented that we were still seeking a Minutes Secretary - SJW agreed to take on this role until a new volunteer has been found. It was confirmed that other matters would be addressed in the meeting.

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

NB informed everyone that the new Fitness Class that recently started on Wednesday's has been cancelled due to lack of interest. The school contract is being discussed between PB, NB and Sally Cox (the admin at Ilsington Primary School). The school no longer want to hire each Monday and have reduced their hours. Additional bookings include: Band practise hours; Crockery and items from the hall being hired out; one new large booking from 15:45-24:00 and then 0800:24:00. One yoga class has been shifted to a Friday to avoid clashing with the hire for polling day. The yoga teacher is considering adding another regular course.

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

SJW handover from Penny Young is complete. SJW has submitted the accounts to the Charity Commission, however to finalise the submission (as the village hall income was >25K last year) an Annual Report needs to be submitted alongside the figures. SJW advised everyone how the Source for Business water account details have now been updated and a recent water meter reading submitted. Unfortunately the FIT meter reading deadline was missed this quarter. The next time to submit a reading will be 1-25 June 2023. New electric meter readings from the hall were also added to the EoN account. EoN account details are still not updated despite several phone calls – amending the user name is yet to shift from Penny Young to Treasurer. SJW contacted PHS and informed them that the annual contract needs to be amended following the hall refurbishment and ceasing the need for some of the sanitary requirements. SJW is looking into receiving a possible refund from PHS. All invoices for the hire of the village hall for January and February have been paid. NB chased two outstanding payments and these have now been paid. SJW explained how the cost of the music licence that is bought each year relates to the previous year's rental income, this explains the increase in cost for this year as it was based on income from 2021 and this was much higher than 2020 due to lockdown.

ACTION: CS / PB to prepare Annual Report for Charity Commission Submission

ACTION: SJW looking into what is required for Gift Aid.

ACTION: SJW to request Trustee details to update Charity Commission website

## **6. Shop Report - SN**

SN as the village shop rep will be standing down and BT will be taking over as the village shop liaison. The village shop is increasing the opening hours. Other collaboration opportunities with the village shop were discussed and these included a joint website, combined marketing materials; and Jazz Night sale or return of items bought from the shop. SN said how the shop manage frequent social events to thank the volunteers at the shop.

## **7. Hall Operations/Administration**

### **General maintenance issues (halls and grounds)**

SM, CS and PB listed several maintenance issues that included:

- The broken hand dryer that needs repairing – CS and SM looking into this repair.
- A socket that needs repairing near the speakers
- Plumbing the hot water tap directly into the water heater in the meeting room
- Fan heater
- Kitchen cabinet lights
- Moving the coin meter to the outside of the electricity meter wall
- Adding a timer to the urn in the kitchen
- JN Building Services annual contract - security lights repair.
- The outside car park lights are being replaced, one is being moved closer to the fire escape

ACTION: SM and CS to action above directly or via Chris Poundberry agreed quote

CS commented on how there was a need to undertake a 5 year inspection of the electric installation and was concerned that this may be costly as there are 13 amp sockets connected to 5 amp lighting circuits and excess wiring. SM stated that focus would be only on the kitchen and hall area as the remaining areas of the hall have been recently refurbished.

ACTION: CS/PB/SM supported by others will review and check a number of items as part of a future Health and Safety review.

### **Electricity contract (renewal, work to be done)**

CS reminded everyone how the electricity contract is due for renewal. CS is working with PB, JL and the village shop on this. Still deciding on whether to fix for 1 or 2 years. A new contract needs to be put in place.

### **Insurance:**

The Insurance is due for renewal on 21<sup>st</sup> July. The insurance provider will remain the same. MP said that we will need a surveyor to obtain a more accurate 'cost to rebuild' figure so we will not progress this further at this stage. Bouncy castle hire has been checked by CS who advises that we are covered for this via our insurance policy.

ACTION: CS /PB to complete insurance contract renewal

ACTION: CS to review why the Liverton Village Hall Insurance is cheaper?

### **Fire Alarm/lighting test/legionnaires testing/other:**

CS stated that we need new certificates for the Fire Alarm. JN have sent a quote to repair the emergency lighting: £396+VAT. MP and CS have agreed to stick with this company until the end of the contract (Dec 2023). The quote is on googledrive. CS and PB are also hoping JN will create a MCP zone map. SJW will look into the cost for this and chase JN re: when they are going to undertake the work. For 2024, CS would like to use with SW Fire Protection or perhaps the company used by the Liverton Village Hall, Totnes Fire Protection. A Risk Assessment / review of current Fire Safety procedures needs to be undertaken. This will be done in accordance with the ACRE guidelines.

ACTION: CS and PB will progress actions required re Fire Safety, including a full Risk Assessment as a priority. Where it is determined that 'regular' checks are required these will be advised to SM who will perform the checks at the agreed intervals. CS/SJ to progress quotes for 2024.

### **Millenium Garden Playpark**

MP informed everyone that the Millennium Garden Play area has been inspected in the light of the ROSPA report. Only a few minor/ low risk issues were reported (fixes to 1 step, 1 board, 1 safety rail, and 2 fence posts which are starting to decay but will need to be repaired before the next inspection.

ACTION: MP will progress actions required.

### **Cleaning contract**

Bellamy will be buying back additional hand towels. NB and PB have been discussing opening two separate contracts with Bellamy cleaners (one for term time hours and one for out of term time hours which should enable us to achieve a better overall 'packaged price'). Bellamy will produce the new draft contracts for review once they have our requirements from NB. NB will be closely managing the contract going forward so that the cleaners time can be used efficiently.

ACTION: NB to advise Bellamy's of new contract requirements and obtain quote for review.

ACTION: NB to manage two new contracts with Bellamy cleaners going forward.

ACTION: NB to leave a 'Communications book' in the kitchen to enable better communication between NB and the cleaning company.

ACTION: NB to arrange for a new set of keys to be given to the cleaners for them to keep in their office.

ACTION: NB: To update Bellamy cleaners with the Fire Safety regulations for the hall once updated.

### **Defibrillator:**

SM has agreed to manage this going forward. SM went on a course to use it. It is understood a new machine may be required before too long.

ACTION: SM to investigate how best to check the defib is in good condition/if replacement is required. CS stated that it would be better if the unit could be left on charge.

ACTION: SM: To find out who is looking after the Defib at the red telephone box at Haytor. SB will also enquire about replacement/cost of replacement?

### **Gardening:**

SN passed contact details for Mrs Linda Edwards to MP. JS questioned whether Sheree Sedgebeer as the Ilsington Warden could assist with the gardening. SM offered to remove the broken plant pots that are currently in the village hall grounds. PB stated there was a potential funding element to the gardening but questioned who would submit the grant application, undertake the initial work and manage the ongoing maintenance. SJW said the school did not want to start up a gardening club.

ACTION: MP to contact Mrs Edwards.

ACTION: SM/PB to find out what Sheree's role as Ilsington Warden is and to feedback at the next meeting.

## **8. Policies and Documentation Priorities.**

CS updated everyone with the progress that had been made since we last met on all policies and documentation:

- To submit the Charity Commission Annual Tax Return we need an Annual report
- Updating the 1961 Trust Deed – CS summarised the comments made by Martin Rich on Mon (24<sup>th</sup> April) and explained that updating the Trust Deed isn't a simple process and that we would likely have to pay a significant solicitor fee to update it, so this has been deemed a low priority for the moment.
- Fire Risk Assessment: As Trustees – we all need to be aware of the fire risks/required actions/responsibilities. SJW questioned if training was necessary for the fire extinguishers.
- Health and Safety audit - not quite so urgent – but expires in 5 months or so.
- Lettings – terms and conditions being discussed by NB, PB and CS. Reconciliation between current lettings agreement and ACRE standard required. PB has already done a lot of work on the rates/documentation.
- Other things – business plan and financial forecasting – long term goals. GoogleDrive – SN questioned how to access.

ACTION: CS and PB will concentrate on the Fire Risk Assessment.

ACTION: Lettings terms and conditions being discussed by NB, PB and CS, including reconciliation between current lettings agreement and ACRE standard documents.

ACTION: SJW to set out the finances in a similar format to that defined by the Liverton Village Hall.

ACTION: JL to send invitation to remind people how to access GoogleDrive.

ACTION: CS and PB to create an Annual Report for the Charity Commission Annual Submission.

## **9. Grants & Funding**

- Solar Panels / Battery storage: JL has not heard anything back regarding the TDC Green Business grant, which makes available grants of up to £25K to help small businesses instal new solar panels. The application is being considered in Phase 2 by Teignbridge District Council - still in progress.

- Other opportunities for other grants: PB stated that there are 4/5 grants that we could apply for but questioned what our priorities should be and would members of the committee be prepared to undertake elements of the work required eg i) initial grant application ii) management of grant/grant-related actions iii) ongoing actions required. SN will be applying for a £250 grant from the Hastoe Housing Association grant.

ACTION: all to feedback thoughts on grant priorities and related activities they might be prepared to take on.

## **10. Future Events**

1. Ilsington Village Hall Committee, Ilsington United Charities and Friends are running a free event for the community to celebrate **King Charles III Coronation** by hosting a Coronation Cream Tea on the 8<sup>th</sup> May 3-5 pm. Open to all ages. PB has delivered leaflets.
2. **Jazz in the Village** – Flyers – 21<sup>st</sup> June 8 pm £12. Tickets: NB will manage ticket hotline, shop will also sell them. CS suggested we consider using Eventbrite for future events. On the night the IVH will run a bar. CS is applying for a TEN. NB/CS are ordering supplies from the shop.
3. **Villages in Action** – SN is the representative for this and will identify future events
4. **AGM** – 7.30 drinks/-8pm start– 15<sup>th</sup> May.
5. **Other ideas:** perhaps a quiz, an Autumn coffee morning (PB, NB, Catriona, Rose), meet the shop & meet the hall social committee, plant swaps and repair cafe.

ACTION: SJW to laminate flyers for Jazz evening

ACTION: PB: To help SJW find the old minutes from the Googledrive for AGM Treasurer report.

## **11. Marketing**

A big thanks to LT. Facebook page is working. Website updates have been made. Lisa has mocked up an advert for the Ilsington Village Hall which also looks great.

## **12. Training Update**

Martin Rich meeting on Monday 24<sup>th</sup> April 7-9 pm was useful. CS has asked that anyone else who attended the Enterprising Halls meetings add the slides from their talks to Googledrive. NB mentioned a new Hallmaster Training course 30-45 min course.

## **13. AOCB**

- Martin Rich confirmed that we are able to buy a thank you gift for the previous Chair and Treasurer for their work and dedication over many years. JS made a comment about the First Aid book. JS asked who should be informed? NB should be informed at present. SM has offered to take the pages out during the monthly Fire Audit.

ACTION: SJW to buy 2x £50 worth of gift vouchers for PY and LB to present at the next AGM.

**THE MEETING ENDED AT 9 pm**