**MINUTES**

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

**Tuesday 18th July 2023, Ilsington Village Hall Meeting Room, 7.00pm**

**Present:** Chris Sheldon (CS), Penny Biggs (PB), Mark Parsons (MP), James Luxton (JL), Catriona Pinnington (CP), Jeremy Sackett (JS), Belinda Hayes (BH), Rose Underhill (RU), Lisa Tandy (LT), Jenny Prior (JP)

**1. Apologies:** Sarah Jayne Warner (SJW), Nicol Bush (NB)

**2. The Minutes of the Committee Meeting on 26/4/23 and AGM on 15/5/23** were agreed as an accurate record.

**3. Matters Arising - PB**

PB reviewed the minutes of the previous meetings. Other than the following action all matters were either closed or addressed in the meeting:

ACTION:

LT to consider targeting plan for use of IVH as a training venue

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

NB’s report confirmed:

New bookings: regular Art Therapy sessions, new birthday party booking, 2-day booking for training (Feb 2024), Simms Hill booking for Jan 2024. Table Tennis reduced to 1 hour during quiet period

Cleaning: new contract provide to S.Bellamy (revised term time and school holiday hours to save money, new cleaning expectations going forward). Communications Book in kitchen for cleaners. Key collection arrangements in place. Cleaners to be updated on new fire safety regulations

Schools Contract – liaising with school for input on future requirements re hours/days

Inventory – full inventory of all kitchen equipment (thanks to NB and RU). New kitchen equipment donated from Liz Hewitt (with more to follow). NB will inventory and store

Tablecloths – to be ordered with £50 IKEA voucher (may need extra funding from budget if available)

Gardening club collaboration – further information pending from School

Committee requested the following re Hallmaster online booking system i) diary to be kept up to date as much as possible ii) if hall and meeting room booked together then events to be noted on both diaries iii) more details of hirers and/or details of events to be added/be visible

Committee requested 12 month rolling review of Hallmaster bookings to assess trends impacting financials

ACTION:

NB to provide SB with updated fire safety procedures

NB to action 3 Hallmaster requests above

JL to assess options for Hallmaster rolling booking summary

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

SJW report confirmed:

New PHS contract in place for 2 bins to be changed every 2 weeks at cost of £112+ VAT pa. Committee asked if really needed but agreed arrangement for now. We can decide if we renew in March 2024. PHS refund estimated @£290 from cancelled larger contract is in progress

Rock Compliance/Legionella contract closed out last month. £72 now refunded

Some challenges around invoicing period/payments (invoicing at month-end is easier on process and bookkeeping). Need to assess best options for invoicing in context of new Hiring Agreement

Charity Commission report – submission complete /ready to be filed pending receipt of trustee details

Gift Aid – researching requirements to apply for Gift Aid in respect of future donations

Table Top Sale bookings coming in and being recorded by SJ

General comments made by committee re potential future challenges to finances in terms of reduced income from bookings/increased expenses. Requested monthly or bi-monthly view of bank account balances and info re any large expenses coming due

The need for a debit card was discussed and the group asked SJ to progress

Thanks to SJ for all her hard work on the various aspect of financials

ACTION:

SJ to arrange meeting with PB, NB, CS to discuss potential improvements re invoicing

SJ to provide ‘simple’ monthly/bi-monthly view of cash at bank/large pending expenses

All to send SJ personal details for CC report asap please / SJ to then file CC return

PB to provide content for SJ Gift Aid application

SJ to progress debit card application

**6. Shop Report**

BH provided the following update:

Appreciated collaboration/ ordering supplies through shop for Jazz event

A/C adjusted to i) warm up shop ii) save costs

Positive feedback on later opening hours - may consider extending other days/hours

JL to attend shop AGM and Committee meeting to cover various matters/opportunities

CS noted possible option for shop to run bar at future events

**7. Hall Operations/Administration**

Hall Maintenance: CS advised the following with contributions from JL:

Electric works via C.Poundsberry complete e.g car park PIRs replaced, timer added to kitchen water urn so off permanently (urn now seems to be working fine). Explanatory operating sign in place

Outstanding electric items eg kitchen fan heater/lights in kitchen cabinets to be actioned as required

Coin meter updated to take £1 and £2 and rates changed

CS will turn off meeting room water heater to save money. Will provide instructions re use

JN Services replaced broken lights in hall and shop

CS will carry our ongoing general checks and arrange maintenance e.g.fix curtains (if possible) and flashing light in meeting room

Defibrillator – need to investigate options for i) ownership ii) maintenance iii) replacement (including cost) iv) liability e.g if not working properly etc. Requires involvement of Parish Council. Questions from committee re who is paying for new Haytor defib

Fire contracts with 2 incumbent providers to be reviewed prior to renewal in December 2023 to see if they can be consolidated to save money/increase efficiency. Quotes needed from alternative suppliers (see more below under Fire Safety)

Play Park – MP continues to monitor the PP in terms of ongoing safety checks and actions required from the recent ROSPA risk assessment (some repairs required in limited areas/noted as not urgent)

ACTION:

CS/JP to investigate and report back on various defibrillator matters

CS to investigate options for fire /alarm contract provider consolidation

Insurance

The insurance renewal was discussed at length including the level of cover provided (to include shop floor plan), new valuation, increased premium. It was agreed to renew at the increased valuation and increased premium. Noted shop has own insurance for contents, equipment etc.

Committee discussed possible additional actions to consider eg. Fire Point (meeting point) sign, entry/exit signs on car park floor, ‘park at own risk signs’ and any other potential requirements of the insurance policy

ACTION PB to send insurance details to all for review

ACTION PB to renew insurance contract for 21/7/23

ACTION: CS / PB to determine any other actions required/advisable

ACTION: CS/NB to include and relevant points in Hiring Agreement e.g bouncy castles, face painting

**8. Policies and Documentation**

Fire Safety

All were informed and provided with details of new fire safety documents/materials including i) updated floor plan ii) emergency evacuation plan iii) ‘What to Do in Case of Fire’ instructions and iv) results of annual Fire Safety Assessment.

Trustees were advised of their liability and expectations with regard to fire safety matters

All Fire Safety materials are i) on display in entrance hall ii) in red folder in kitchen iii) on Google Drive

Discussed risks of combustible materials especially in store areas and requested RU to review contents of store room and basement and remove items not required by her groups and ask Friends of School/School to do the same re their equipment. The same will be asked of Liz Butler for Hill Climb materials e.g blue mats in table tennis cupboard and basement

JC was asked to speak to the Parish Council re their materials /Belinda was asked the same re shop materials e.g old accounts and both to report back re possible actions

Fire drills were discussed and RU agreed that appropriate drills will be conducted and recorded for her groups/the school as necessary

CS will determine and perform regular / appropriate fire safety testing e.g emergency lights. No issues at present. Will be reported on Google drive as appropriate

Visit by JN Services to be arranged when CS is available (important so i) can assess work undertaken and ii) availability of keys/codes as we require our own)

ACTION:

NB to provide Fire Safety materials to all contractors including Cleaners

CS to update landline details in materials on Google drive and include in updated hiring agreement

RU/JP/ BH to action equipment review and fire drills requests for respective parties and report back

PB to speak to Liz Butler re her materials

CS/NB to schedule JN visit

Electricity Renewal

JL advised of work undertaken to get new contract with EDF in place in July

Rates are doubled for peak/off peak usage but reduced standing charges, which gives us more control over areas we can influence

Shop informed and advised re new contract and taking actions to positively influence costs e.g changes to A/C temperature

The committee expressed its thanks to James for working through the contract renewal

Other Policies and Procedures

Specifically Health and Safety and Hiring Agreements were discussed as both require updating in due course.

JS asked about a hiring agreement specifically for long term hirers eg able tennis and school. PB noted ACRE Hiring Agreement/Policy makes specific ref to different contracts with long term hirers)

ACTION:

PB to review/draft updated H&S policy

CS to review/draft updated Hiring Agreement

Both PB and CS will include others as appropriate in drafting and reviews

**9. Grants and Funding**

JS provided the following update:

Our application for the Teignbridge Green Grant for solar panels /batteries is still open. We are waiting for phase 2:4 to open to see if our application will be considered. There is exceptionally high demand so we don’t know if/how this will progress. JL continues to investigate

CS/JL discussed the need to get several new quotes for the work required to install solar/batteries in order to update our application with the best information, although it was noted that accredited installers were limited in number/availability

JL will investigate other grant opportunities for solar/batteries

CS raised the question of access to a general site that details grant funding available. Whilst SJ has access to this site it was agreed that IVH should seek its own direct access for a nominal sum.

Other grant opportunities were discussed e.g £500k minimum National Lottery grant. It was agreed that we should focus on grants most likely to delivery appropriate results in line with our resources, time available and needs e.g smaller National Lottery grants as received previously. Access to the grant/funding website above will help determine this

PB noted the £500 Locality grant received from Devon County Council and referenced the work involved in securing the grant and reporting back on results of projects funded by the grant – specifically the IVH Garden Makeover

ACTIONS:

JL to progress solar-related grant applications/quotes

CS/CP to apply for access to noted grant / funding website

PB to action pre/post event requirements from Locality Grant

Others to consider suitable grant opportunities and advise

**10. Events/Activities/Marketing**

The following opportunities were discussed at length by the group with possible actions / owners:

Event Ideas

Story telling / music evening /beer and pasty evening (Rugglestone example) – cheap and easy (PB)

Blues Band eg Alex Voysey – more expensive but could be of interest (CS)

Ceilidh band/event – good feedback on recent events – mid priced/lots of interest. (LT)

Wine and cheese evening- various option/suppliers – lots of interest (LT)

Quiz – interest if pubs stops hosting quiz nights (LT/PB)

David Underwood contacts for quality acts (who to own?)

Xmas ‘get together’ over sherry and mince pies – lots of interest/easy to organise (LT/PB)

Sea Shanty evening (CP/LT/RU)

Villages in Action latest agendas / opportunities – LT to take over ownership from Suzi Norris

The group agreed that 3 events over the winter would be ideal but it was also noted that dedicated owners are required for each event

ACTIONS:

Owners above to report back to the group

Garden Makeover

The event on 12/8 was discussed and outline plans considered. Challenge is managing balance of adults for work e.g cleaning needed versus children to get involved in lighter activities e.g planting, so need to promote carefully

Equipment for clearing mostly available via JS, MP, PB but appreciate others assisting where possible

PB to speak to A.Squire re i) heavier clearance ii) removing materials (school may want old planters

MP/PB meeting with wildlife wardens on 31/7 re plans for plants. Thereafter PB will purchase plants

PB will organise purchase/acquisition of bird/bat/hedgehog boxes.

MP/PB investigating purchase of planters (cost significant cost), plus stain for front garden planters

MP drawing up more detailed plan of ‘areas’ for review by the group

Refreshments need to be ordered through the shop – cakes, crisps, light/cheap snacks and drinks

ACTION:

Someone to order refreshments

MP to send out ‘plan’

11. Shop

The situation re shop electricity use was discussed by way of an update to several previous notes.

Whilst the situation has been challenging we believe we have reached a point of agreement over:

1. a past refund of £1500.20 (which represents 50% of costs discussed – the shop will cover the remaining £1500.20\*)
2. a simple formula for calculating electricity use going forward\*\*
3. a fixed amount monthly invoice with an annual ‘true up’ as required
4. £175 new fee for water as of 1/7/23

\*whilst the recent review evidenced Phase B attributing @87% of electricity use to the shop we cannot be certain this is truly representative of past use when the hall may have been more active – hence we agreed to split 50/50

\*\*needs some testing to confirm dedicated use of Phase B supply in order to ensure appropriate invoicing going forward (CS noted that the water heater may need to be moved to the correct phase)

ACTION:

JL will work with the shop sub committee to close out any remaining electricity-related matters (including open matter re ‘solar panel contributions’)

PB will write up the final agreement so we have a record on file for the July 2024 lease renewal

JL will attend the shop AGM and Committee meeting to address any questions re above and / or future collaboration

*Not discussed in meeting but PB comment: we need to close this out asap so we can settle financials with the shop in terms of i) refund and ii) invoices due*

It was also noted by CS /JL that more money will be required for electrics over coming years to i) ready ourselves for solar installation ii) implement better ‘set up’ iii) ready ourselves for the 5-year electric test (due date tbc)

**12. AOB**

None raised

**13. Date of Next Meeting**

TBC