

MINUTES
ILSINGTON VILLAGE HALL MANAGEMENT COMMITTEE (IVHC)

Monday 13th March 2023, Ilsington Village Hall Meeting Room, 7.00pm

1.

Present: Penny Biggs (PB), Rose Underhill (RU), Sarah Jayne Warner (SJW), Lisa Tandy (LT), Mark Parsons (MP), James Luxton (JL), Steve Mann (SM), Catriona Pinnington (CP), Jenny Prior (JP), Jeremy Sacket (JS), Suzi Norris (SN).

Apologies: Emma Grant, Malc Littley, Chris Sheldon (CS), Nicol Bush (NB).

2. The Minutes of the Committee Meeting on 6th February 2023 were agreed as an accurate record.

3. Matters Arising

A list of 'matters arising' were communicated to the committee by PB and either closed or to be dealt with in the meeting. Emergency key holders were amended from the previous nominations to: SN, SM, JL, CS and SJW.

Action: SN to collect keys from Liz Butler (previous Chair)

Action for SJW to get another meeting room key cut for SM.

4. Management Committee (including vacant roles/potential for shared roles)

Noted we were still seeking a Minutes Secretary - SJW agreed to take on this role **going forward**.

5. Treasurer's Report

SJW handover from Penny Young is almost complete. SJW has made a list of regular, yearly and one-off payments from the 2022 accounts. SJW explained the profit and loss from the 2022 tax year. 2022 Accounts have been externally audited by Claire Powlesland and will be submitted to the Charity Commission this month. Current account of ~ £3.4K and Savings Account of: ~£23.6K.

6. Booking Clerk's Report

All good. One new class has started on Wednesday's

7. Shop Report (including collaboration opportunities)

SN said the shop are suggesting we renew the white IN and OUT road signs to make sure everyone drives the same way through the car park. The next Village Shop **meeting** is on the 22nd March. PB /JL stated the IVHC would like to collaborate more with the Village Shop (VS) shop and would like to have a IVHC representative attend future VS committee meetings as appropriate

Future Action: Add car park white lines to future 'items for consideration' list

Action: SN to advise re IVHC attendance at VS meetings

8. Contract Renewals

- JL explained the Electricity contract is due for renewal on the 1st July. JL is liaising with Alan Coles from the VS Committee with regard to energy prices and new supplier arrangements. JS asked if there was an opportunity to work more closely with other village halls e.g Liverton to achieve a better price. JL is still waiting to hear when Eon will be able to install a new smart meter

Action: PB to liaise with Charlotte Reeves from Liverton Village Hall

Action: PB to ask Martin Rich this question at 24th April training

- Insurance contract renewal due on 21st July. The IVHC discussed how best to acquire an appropriate valuation for the rebuilding cost if required. PB suggested a desktop valuation, LT suggested speaking to Emma Grant and will action, MP will discuss with his contact. JL highlighted there is an Air Sourced Heat Pump that heats the meeting room and questioned if this was included in the Insurance? JL has offered to review the existing insurance documents and SJW will provide these to him.

Action: PB, MP, LT to assess options for building rebuild valuation

Action: JL to review insurance docs (in conjunction with CS and PB who are also reviewing)

9. Policies and Documentation

- The Parish Council is the Custodial Trustee of the hall (i.e. in effect the owner) and members of IVHC are Administrative Trustees. There is a need to update the 1961 Trust Deed but it was agreed this is not urgent pending the Martin Rich training session
- Charity Commission website has been updated with 3 Trustee details, CS, PB and SJW. SJW to request and add the other Trustee details.
- PB mentioned there will likely be a sub-committee set up to review policy documents, determine actions required eg Health & Safety; Lettings, Risk Policies, Fire Safety
- Google shared drive has been set up for all documentation. PB mentioned that if anyone would like to see these documents please create or pass your gmail address to JL. There is a key holder list as well that is being populated.
- SJW looking into what is required for Gift Aid.

Future Action: Update Trust Deed (CS to lead)

Action: SJW to email all Trustees requesting details to update Charity Commission website

Action: All to send gmail details to JL for access to shared drive

10. Hall Operations/Administration

- General maintenance items (hall and grounds) – MP mentioned the car park lights are not working and that MP, CS and JL have been looking into quotes for 4 new PIRs to be installed. PB has a quote from Chris Pounsberry for this and other electric works. IVHC asked for the focus to be on PIRs in the first instance. PB to ask Chris P to break out costs for PIRs only. SN to ask Tony Goss for a second quote for the same PIR-related work. SJW mentioned that Tony Goss often has repaired light fittings and undertaken the PAT tests. SJW to pass details to SM and MP.
- SJW asked if Mrs Edwards was still likely to keep doing the gardening in the Millennium Garden. She charges very little for the time spent. MP suggested we arrange a time to meet with her and introduce ourselves. SJW to pass details to MP and SM.
- URGENT ACTION: Fire Alarm System test may be overdue – tbc. PB to investigate more about the timing of this. RU found 2 files with more details that were shown to PB during the meeting. SJW questioned if we are paying two separate companies to undertake the same work. SJW to pass details to PB and CS.
- Defib – SJW questioned whether we pay for an annual inspection of the Defib as there is an invoice related to this. SJW to contact Penny Young to confirm. SM is happy to be responsible for maintaining and checking the Defib each month. PB to provide SM details as 'new owner' to Liz Butler who will transfer into his name
- Legionnaires testing (water heating)/ other – PB communicated that a possible subcommittee led by CS will be looking into potential actions required / determining a way forward for Legionnaires testing, water heating etc. CM and JS actioning
- It was noted that CS/JL are inventorying various testing/maintenance/contract/timeline issues. This will all be recorded on the new shared drive
- Potential risk issues (playpark/ROSPA inspection in March) update – MP provided an update and is yet to hear back from the Parish Council Clerk Carol Retallick. JP will ask on behalf of the IVHC at the next Parish Council meeting.

- Cleaning contract – NB is arranging a meeting with PB, NB and SJW with the cleaning firm to review the hours needed to undertake the cleaning/contractual standard expected. SJW informed everyone that we have received their invoice for Jan/Feb. Action for NB to ask the cleaners to reclean the chairs in the meeting room
- It was suggested we have a code operated key cabinet (inside IVH for IVHC only / access to internal areas only). This was agreed – location tbd but perhaps in a kitchen cupboard.
- IVH Mailbox agreed. Action NB to liaise with SM re fitting/location tbd. RU agreed to assist
- Suggestions board in lobby on hold for the moment until the new committee is more up-to-speed with all matters
- History Group (cupboards sited in meeting room in return for more regular hall use). IVHC broadly supportive but need more info before committing. PB to ask the History Group what are they looking for, is it more storage or the same storage but always in the meeting room, movable cabinets, funding etc.
- PB to investigate the maximum number of people allowed in a meeting room (believe too many at last Parish Council meeting).
- Door restrictor required for Meeting room as door is splitting as no door stop. No door stop possible due to underfloor heating. SM looking into options. SM will engage NB to assist where required (on this/various other matters).
- SJW agreed to repair curtain hooks.

Action: PB and SN to get quotes for PIRs

Action: SJW to pass Tony Goss details to SM and MP

Action: SJW to pass gardening contacts to MP and SM

Action: SJW to pass fire alarm details to PB and CS

Action: PB/CS to review and action fire alarm / related testing/contracts

Action: PB to provide Liz Butler with SM details as new owner of Defib. Liz will transfer to SM's name

Action: CS to advise way forward re water heating and Legionnaires testing

Action: JP to press Parish Council for details of ROSPA inspection and advise MP

Action: NB arranging for SJW/PB to meet with cleaning company re services/contract

Action: CS to liaise with SM re installation of code operated key cabinet

Action: NB to liaise with SM re fitting mailbox at appropriate location

Action PB to liaise with History Group re needs and revert to IVHC for decision

Action: PB to confirm max numbers allowed in meeting room and agree with NB how to reinforce

Action: SM to action door stop and curtain hook repairs

Future Action: consider Suggestions Board

11. Grants and Funding

- JL updated the committee re the TDC Green Business grant, which makes available grants of up to £25K to help small businesses instal new solar panels. JL explained he has 3 quotes from electricians to undertake the work, one of which is £26K and that the application has been submitted. This will now be held by TDC pending round 2 Green Business grant funding
- JP to investigate the Parish Council (PC) £500 'locality grant' which expires on 31st March which IVHC understand will be 'repaid' if not used. JP to advise PB asap so we can decide if we apply for this grant eg for flower boxes, herb garden
- SN applied for a Hastoe Housing Association grant for VS. There is another £250 grant SN/IVHC could apply for after April 2023 eg for the community / for the grounds – TBC
- PB advised PC has £6500 of grant funding available for 2023 financial year. They have already awarded £2.5k eg for the Summer Fete and St Michael's activities. Depending on Locality Grant (or in addition) and the Hastoe grant a sub group of the IVHC will determine various grant applications for grounds, herb garden, meeting room improvement, other tbd. SN/PB will liaise re grants so we don't duplicate or one grant doesn't rule out another.

- SJW suggested perhaps school pupils could help with the planting of/help to create a herb garden. SJW will approach school with the idea. The IVHC April article in the Parish Magazine seeks similar interest from volunteers. Whilst the IVHC all agreed the grounds needed an overhaul it was also noted we need volunteers to own/manage activities such as flower tubs

Action: JP to advise PB re Locality grant

Action: PB/SN to liaise re applications for Hastoe vs PC grants and revert to IVHC with options

Action: SJW re interest from school re possible herb garden

13. Events / Activities

- Illington Village Hall Committee, Illington 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 8th May 3-5 pm. SN to ask if the IVS will join in. JP mentioned the bunting available used at the Summer Show. The organisers of the Coronation Tea will be looking for volunteers for various activities
- Summer Fete – Rob Wills received @£2k grant funding from PC so event is going ahead
- Villages in Action – future opportunities ? SN is thinking about future events.
- Event ideas: LT suggested a quiz night.

Action: SN to advise to IVS interest in supporting Coronation Tea event

Action: JP to advise Rob Wills re bunting

Future Actions: PB to create list of 'event ideas to consider' including quiz night

14. Marketing

- LT provided an update - LT and PB now have IVH website and Facebook admin and moderator access following a handover with Liz Butler. LT is evaluating how to enhance the IVH site with more details of current events, news etc.
- Parish Magazine articles are being written by PB and will be posted to the IVH website and Facebook
- Logo needed – perhaps we could ask the school to design one?
- Village collaboration - more discussion required pending feedback from VS post IVHC initial outreach to SN/AC
- Parish Noticeboards – LT would like to remove the old Illington Village Hall notices and update them with posters of new events/activities. JP is going to ask CR.
- LT suggested we canvas ideas from the community and ask what people want from their local village hall – possible future action
- Is there an opportunity to hold a social event with IVS, IVH, Friends, Twiglets etc. As the VS were already discussing SN will take this suggestion back to them

Action: SN to advise on IVS thoughts re shop/hall collaboration

Action: JP to speak to PC /CR re getting notice boards updated (removing 'village hall at risk' posters)

Action: SN to advise re Shop/Hall/Village social event

Action: Could school design new logo ?????

15. Training Update / Future Training Opportunities

- Committee members have been attending the Enterprising Village Halls (EVH) courses – these are very good e.g writing a business strategy. PB advised a strategy doc will be required for IVHC in due course in order to aid grant / other funding
- PB reminder for Trustee Training with Martin Rich 24th April at 7pm.

16. Parish Council

- Parish Council Meeting 28th March – PB providing an update from the IVH Committee
- AGM 11/4/2023 – PB will attend unless ANO wants to

13. AOCB

- Subcommittee to be set up to include PB, CS, JL to discuss shop electricity arrangement
- PB asked anyone if anyone is familiar with Bickington village hall & Granny Pat's pantry as both have such good press?
- Liz Butler asked that whatever the future direction re water urns/boilers they not be decommissioned as they are critical for large events eg. Hill Climb, Parties – noted
- **Minibus ownership/usage/parking was discussed. SJW will research and report back at the next meeting**
- **It was agreed that gifts would be arranged for past committee members – SJW to arrange**

Action: PB / others to check out Bickington hall/events (optional)

Action: SJW to report back on minibus info

Action: SJW to arrange gifts

14. Date of Next Meeting

- Possible interim IVHC meeting before Martin Rich training on Monday 24/4. *Please hold 6.15-7pm for now*
- IVH Committee Monday 15 May 7pm followed by the AGM 15 May 8pm

Note: Shop Committee meeting 22 March

THE MEETING ENDED AT 9pm