

Hope Mansell Village Hall Trustee Meeting

MINUTES of Meeting

Monday, July 11th 2022

Held at 19.00 at The Village Hall

Attendees: Elaine Shaw [Chair], Charlotte Cole, Peter Hollinshead, Mary Wheeler, Ken Young, Sheila Heath. Jan Powell [Meeting Minute Secretary]

1. Apologies for absence were received from Peter Leathart, David Weber, Terry Finch, Catherine Lewis.
2. There were no declarations of a conflict of interest expressed by The Trustees.
3. ES welcomed all attendees to the meeting.
4. The minutes of the last meeting of Trustees held on March 28th 2022 were approved without amendment and accepted as a true record and were signed by the Chair.
5. Outstanding actions and matters arising from previous meetings:-
 1. The Chair stated that the new door had been installed by DMP as part of the decorating contract and all Trustees present agreed that the work has been done to a high quality standard. PH reported that the contractor has offered to paint the storage shed for approximately £75 and it was agreed to accept this offer and the Chair requested that the Meeting Minute Secretary should accept the offer and send a letter to DMP to express thanks for the timeliness and quality of the work. **ACTION JP and DL to note.**
 2. The re-attachment of sound baffles - PL had advised that he has secured the lower panels and will complete when the scaffolding tower becomes available. **ACTION PL**
 3. Ken Young will continue to explore the Race Night event as part of a pub night, potentially the first hour of the October Pub Night, and will look at the software and equipment with PH. **ACTION KY**
 4. It was noted that payments made in anticipation of the 2020 Mexican Food Night had been reimbursed and it was decided that all future food night payments should, wherever possible, be directed from the website to the building society account to improve administration and governance. ES advised the Trustees that her open garden event on 2-3 July had been successful in raising £650 [amount updated during the meeting] with £500 already paid to the account with £20 to follow and the balance to the church. CC mentioned options for the use of the donation [e.g. chancel door repair]. ES commented that she had used the open garden as an opportunity to tell her visitors about the Village Hall and its events. JP proposed a vote of thanks to ES for the very generous donation. This was unanimously agreed.
 5. The replacement of the Village Hall sign at the School Lane junction. "School Lane" signage, which is under the management of the PCC. DW will continue to

work with Ian Lewis to devise a joint approach. **ACTION DW - update at next meeting.**

6. The minor rodent problem in the kitchen has re-emerged with the current rodent apparently being a larger model. There are no foodstuffs in the kitchen and the cleaning materials have been segregated and the key has been cleaned and separated. A sealed box trap has been added, as well as one placed in the shed, where there has been gazebo damage.
 7. The transfer of ownership of the land assets to the new CIO -the last stages of asset transfer are enacted under Section 105. The first time registration will cost £360 + VAT. There has been no progress since the last meeting due to pressure of work at the solicitors. **ACTION CC to update at the next meeting**
 8. The Trustees had agreed at the previous meeting in principle that a paid cleaner could be contracted for services before and after large events [e.g. the Platinum Jubilee, the Village Fete, Pub Nights, Food Events] to remove the expectations that cleaning is part of the duties of the Trustees and to offer paid work to local residents. The Trustees had agreed that two prices should be offered to private hirers, one at a lower cost explicitly requiring a good cleaning standard and a second with the inclusive services of a cleaner at around £15. CC had stated that her cleaner might be interested in the work and continues to be so. At this meeting KY suggested that also in light of general inflation issues we should discuss the hire costs at the autumn meeting. ES said she was happy to clean but had no back up in her absence. The Trustees noted her offer but asserted that it should not be expected of her. Different scenarios on the approach to and the recouping the costs of cleaning were discussed. The subject will be reconsidered, along with hall hire charges, at the next meeting. **ACTION - JP for next agenda. ES to develop a cleaning checklist for hall hirers.**
 9. The Weston News team had used the hall and encountered the decorating team and were without furniture. The Chair asked JP to establish with Katie Lewis the forward schedule for the meetings [free of charge with a quid pro quo of free advertising in the magazine]. **ACTION - JP. Note that the action was completed with KL replying that meetings are not yet fixed for 2022-23 and JP directed the News Team to the website and calendar functionality.**
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6. The Financial statement was circulated by David Weber prior to the meeting and it was reviewed by the Trustees present. It was noted that the balance of funds is £16301.99, including income and spend on the Jubilee Celebration and the second payment for hall painting and an interest income of £241. JP reminded the Treasurer and Trustees that monies are due from Julia Lawson for furniture hire for her private Jubilee Weekend event (£25 or £30) and that there was an additional £20 donation to Elaine Shaw and onwards to the HMVH funds made during the meeting. ES and PH advised that the operating / running costs of the hall which are currently assessed at £1300 may rise to £1560 in 2022-23 because of known and expected inflationary increases and this should be both budgeted and monitored. The meeting attendees combined discussion of the Financial statement with item 9 on the agenda [Social Events and Bookings] and the Trustees considered that the 'standard' events [Food Nights, Pub Nights plus an annual summer event] should be individually budgeted, planned for profitability and should cover these annual operating costs. Additional events

[e.g. hall hires for private parties, coffee mornings etc] should be additional to the Hall's financial break-even position. The Trustees opined about the potential profitability contribution of each sort of event and KY and CC offered to develop with DW a standard format for recognising budget, income and receipts, net targeted profitability for each event type, starting with the next pub night. **ACTION KY, CC and DW before 29 July to establish a model.** In further discussions the Trustees thought that two [probable] or three food nights could be organised annually, each generating income of £300-400. It is believed that price increases might be both inevitable and expected by event attenders, based on local pub, bar and restaurant prices and national price inflation albeit cognisant of the need to provide community meeting opportunities at an affordable price while generating a profit to ensure the viability of the Hall.

At this point the Trustees discussed the future of the Village Fete [not held for 3 years] which had generated net income, depending on the weather, of £1000-1500 before any 3rd party donations, but might have lost its relevance and/or is hard work to run for the income received with dwindling numbers of local children interested in a 'vintage' event. However, it was felt that a few elements could be retained for a revamped summer event. Trustees agreed that it would be wrong to try to imitate the Jubilee Event every year, but to leverage the goodwill generated. The Chair suggested that we decide at the first meeting of 2023 what this event will be and the timing.

In subsequent exchanges about hired hall events, ES took the **ACTION - to engage Meri Mayhew about the coffee / Horizon morning. JP - to plan the seed/plant swap in HMVH. CC- to liaise on Church Events.** The Trustees decided that more publicity about the hire of the hall and its new facilities, featuring the sound baffle improvements, is needed. A page of free publicity for our private hire offering should be drafted for the Weston News and the website using text and photos [Jon Billings has a good recent collection]. **ACTION - PH for the draft and to liaise with CL for the website. CL had requested content to populate the website.** The Trustees suggested a small recurring free- to -HMHVH advertisement for hall hire for private events should be developed for inclusion in the Weston News classified ads. **ACTION - JP to draft.**

7. The Hog Roast Jubilee Celebration.

The Trustees reviewed the event. Financially, the total profit was £871.99, the proceeds of the raffle were donated to the Church [£386] with the balance to the Village Hall funds. The Trustees thanked MW for the 'magical location', John Godfrey and DW for fire building, CC and John for the donation of costs to cover the beer barrel and to all supporters and co-ordinators. The Positive Aspects were noted with some verbatims from the Trustees as follows

"lucky with the weather, one of our better events, catering was delicious and local, a good spread of attendees, people taking responsibility for managing themselves and the event, lovely venue, good entertainment, good spirit, a model for future events, the hall looked good, one toilet is sufficient, the website worked well, people enjoyed themselves "

The lessons learned are the timeline and expectations for the day should have been better publicised. The drawing of the raffle and the operation of the drum [if used] needs to be practised. Knocking on doors did not attract more sales. The price of the event was at the 'top end'. The Weston event appeared to be similar and half the price. We should be clearer about the content of the event, what the ticket money buys. We should be fully aware of other local events at the same time as our own and compare notes. Two cases of 'dissatisfaction' had been noted - Rob, Rachel and Lucy Davies arrived after the hot food service as well as Ian

and Mo Gwynne. In the interests of maintaining goodwill, the Trustees debated options and decided to offer to the two parties “drinks on the house at the next Pub Night”. **ACTION - ES spoke to the Gwynne's who received the offer and declined it although would attend. JP contacted Rachel Davies whose response is awaited [13 July]. Treasurer DW to note this action.**

8. CL advised by email in lieu of her attendance that the website needs to move to the second phase to incorporate new photographs and ‘about us’ content. The Trustees agreed to develop ideas with a priority on agreed events and for hire opportunities. The Trustees decided that a ‘private’ section is needed for Trustee Meeting notices and minutes and agreed after a short debate that these should not be publicly viewable. Can a ‘secure’ section be included in the website? A ‘suggestion box’ / comment section might be useful. When we plan events we should immediately add to the calendar. **ACTION - CL to co-ordinate**

9. Any Other Business:

1. The chair mentioned that the Hardy's, the School House owners, will remove the leylandii trees and replace them with a fence on their side of the boundary. This has positive benefits for the hall and there should be no impacts on electricity supply during the work.
2. The key for the storage shed held in the kitchen has gone missing and the Chair asked for it to be replaced. **ACTION DW asap**

10. The Date of the Next Trustee Meeting is Monday 24th October 2022.

The meeting closed at 20.15.