Minutes of the Meeting of the Trustees of Henton Village Hall

Held on 26th November 2020

Present: Liz Little, Gerry Cox, Michelle Durrant, Don Field, Tim Hooker, Hope Mayne, David Vincent, Claire Wray

| | Action |
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| Apologies for absence: Colin Williams, Ian Chalk | |
| Approval of Minutes of meeting of 8th October 2020: These were approved. Proposed by GC. Seconded by CWr. | |
| Declaration of other interests: There is a close connection between Henton Hall Limited (Green Henton) and the Henton Village | |
| Hall Trust. It is appropriate for Trustees who may hold offices in both to declare this matter. It is thus noted that Liz Little, Gerry | |
| Cox and David Vincent are Directors of Henton Hall Limited. However, it was not considered that there would be a conflict of | |
| interests in relation to the matters being discussed at the meeting. | |
| Matters Arising: | |
| Deposits for hires. GC has looked at this and felt that it could be problematic charging a deposit for some types of hire and not for | MD to arrange |
| others. It was agreed by those present that the hire agreement covered damages and that steps could be taken to recover non- | meeting |
| accidental losses if necessary so that no deposit would be charged. | |
| External lighting. Solar battery-powered PIR lights have been put up by IC at the rear of the hall. There is also emergency lighting | |
| that is linked to the fire alarm all around the building. | |
| Business Plan. This is on hold because of the on-going Covid measures. | |
| ASHP Batteries. There was an opportunity to bid for batteries to store energy from the ASHP so DV and LL have done this. | |
| Outside recreational equipment. Denise Boulton has stated that moves to upgrade outdoor facilities at the hall would receive | |
| positive support from the Parish Council. Possibilities were discussed – DF suggested outdoor picnic tables and the idea of | |
| combining these with table tennis tables was floated. MD had been told that outdoor table tennis can be difficult because of the | |
| wind taking the ball, but some people in the village have played successfully so this may not be a problem. CWr said that play | |
| equipment for children was popular with young mums (who also liked roller-boarding tarmac and craft nights) DV and CWr | DV, CWr and LL to look |
| offered to form a sub-group to look at outdoor facilities, and will find a non-Trustee resident to join them in this as will LL. They | into options and prices |
| will run any proposal past the Fete Committee to ensure there is no conflict of interests. | for outdoor |
| Cinema. MD had received information from the person who organised Wookey Hole Village Hall pop-up cinema. Their licence was | equipment. |
| paid for by the holiday resort. It would be more complex (and more expensive) for us. LL had found information about Moviola | |
| who make all the arrangements in return for a fee. It was agreed that it would be worth looking into this further as a way of | |
| trialling the idea. LL will find out about their catalogue and costs etc and report back. | |
| Contractors. Ursula has not been doing cleaning because the hall has been closed. Instead she has cleared the side path, | |

| decorated the entrance hall and disabled toilet and started on the lamp posts. She will also decorate the bar side of the kitchen. | LL to research Moviola |
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| The plan for Vanessa to refine the booking system has been put on hold as she has been busy with juggling current hires/ refunds | further. |
| etc. However, she has revised a numbering system for bookings, enabling better analysis of hires. | |
| Air Source Heat Pump (ASHP). We are still waiting for wi fi. It may be available from January onwards. | |
| Website. Charles Gatenby will get back to MD and LL with a date to meet about the website. This will now be pursued with more | MD and LL to meet |
| urgency as it is key to progressing the marketing of the hall in the coming months. GC pointed out that people may soon start to | with C Gatenby.MD to |
| look for venues for the summer. We also discussed other social media. The Facebook page is rarely posted on. CWr checked that it | contact VL re more |
| is possible for many people to have admin rights so several trustees could post on it. | people having admin |
| | rights on Facebook. |
| Project Plan | |
| Light stand at entrance to the car park has been mostly painted. Taller steps are needed to reach the top part and light at the top of the steps. | DV to lend a tall step ladder for the lamp |
| Kitchen refurbishment – Trustees discussed the quotations that DF had sent out prior to the meeting. Decision: replace worktop | posts. |
| with like for like. Install ceramic hob. Splashback behind cooker to be glass. Plain white tiles to replace the current patterned ones | DF to contact R |
| on the sink/ cooker side of the kitchen. Ceiling to be repainted. Agreed to accept Robert's quotation for laminate worktop. DF to | Feltham re kitchen |
| talk to him about timescales. Invoice to go to DF. | |
| Club noticeboard. DF will organise replacement. | |
| Finance Update | |
| Little financial activity. Little hiring income because of second lockdown, but expenses were low too. Only big outlay was the | |
| Zoom subscription. GC proposed that we wait until the new year to modify the forecast. Now with EDF for electricity. DV | |
| supervised the installation of a new smart meter. Still chasing SSE for a refund. Insurance is due for renewal in May so GC will start | |
| getting quotations in the new year. | |
| Review of Business Plan | |
| All covered by previous agenda items. | |
| Allocation of regular tasks undertaken by previous Trustees: | DV to check with Dave |
| The white lines on the steps will now be Ursula's responsibility. DV will take care of the hanging baskets (after planting up by | Harris re how often |
| Sweetacre Nursery, as before). DV will also do the necessary checks on the emergency lights. Village map embroidery will be | lights should be |
| checked by MD. Fire drill monitoring will be the responsibility of the regular hirers as it is a condition of hire. LL will ask VL if she | checked. |
| will check that they are aware of this and do it. MD will do the review / updating of the blue folder of policies etc in the entrance | LL to check hire |
| lobby. LL and UC have undertaken the tidying up of the lobby. The notices in the kitchen will be tidied as part of the refurb | agreements with VL |
| Volunteering Policy: | |
| CWr indicated the current correct wording for paragraph 5, viz: Volunteering is open to all regardless of protected characteristics | |
| e.g. gender, age or disability. The document will be checked for typos and then circulated. A copy will be kept in the blue folder in | |

| the lobby of the Hall. | |
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| A.O.B. | |
| GC stated that both Ursula and Vanessa already have contracts but LL suggested we will meet with them in the new year to | |
| review these and set up invoicing systems. All agreed that we should give each of them a bottle of wine for Christmas. | |
| CWr fed back from the Mothers Group that there was interest in using the hall for children's parties when life returns to normal. | |
| Would childproof party ware be available? It is, but CWr will look into non-plastic options. There is also interest in having a toddler | |
| group in the future. | |
| DV pointed out that when the kitchen is refurbished, the second drawer down in the kitchen will need to be removable to access | |
| the stopcock for the outside tap. | |
| DF clarified that badminton will not be able to re-start under the new tier 2 regulations. HM stated that Tai Chi was unlikely to | |
| restart before Christmas. | |
| Meeting closed at 20.56. Next meeting: Thursday 11th February at 7.15pm (note correction to the date from the previous | |
| minutes) | |

| Signed by Chair | |
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| Date | |