

## Minutes of the Meeting of the Trustees of Henton Village Hall

**Held on 26<sup>th</sup> November 2020**

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

[illegible]

<p>decorated the entrance hall and disabled toilet and started on the lamp posts. She will also decorate the bar side of the kitchen. The plan for Vanessa to refine the booking system has been put on hold as she has been busy with juggling current hires/ refunds etc. However, she has revised a numbering system for bookings, enabling better analysis of hires.</p> <p>Air Source Heat Pump (ASHP). We are still waiting for wi fi. It may be available from January onwards.</p> <p>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 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 look for venues for the summer. We also discussed other social media. The Facebook page is rarely posted on. CWr checked that it is possible for many people to have admin rights so several trustees could post on it.</p>	<p>LL to research Moviola further.</p> <p>MD and LL to meet with C Gatenby.MD to contact VL re more people having admin rights on Facebook.</p>
<p><b>Project Plan</b></p> <p>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.</p> <p>Kitchen refurbishment – Trustees discussed the quotations that DF had sent out prior to the meeting. Decision: replace worktop with like for like. Install ceramic hob. Splashback behind cooker to be glass. Plain white tiles to replace the current patterned ones on the sink/ cooker side of the kitchen. Ceiling to be repainted. Agreed to accept Robert’s quotation for laminate worktop. DF to talk to him about timescales. Invoice to go to DF.</p> <p>Club noticeboard. DF will organise replacement.</p>	<p>DV to lend a tall step ladder for the lamp posts.</p> <p>DF to contact R Feltham re kitchen</p>
<p><b>Finance Update</b></p> <p>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.</p>	
<p><b>Review of Business Plan</b></p> <p>All covered by previous agenda items.</p>	
<p><b>Allocation of regular tasks undertaken by previous Trustees:</b></p> <p>The white lines on the steps will now be Ursula’s responsibility. DV will take care of the hanging baskets (after planting up by Sweetacre Nursery, as before). DV will also do the necessary checks on the emergency lights. Village map embroidery will 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 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 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..</p>	<p>DV to check with Dave Harris re how often lights should be checked.</p> <p>LL to check hire agreements with VL</p>
<p><b>Volunteering Policy:</b></p> <p>CWr indicated the current correct wording for paragraph 5, viz: <i>Volunteering is open to all regardless of protected characteristics e.g. gender, age or disability.</i> The document will be checked for typos and then circulated. A copy will be kept in the blue folder in</p>	

the lobby of the Hall.	
<p><b>A.O.B.</b></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
Meeting closed at 20.56. <b>Next meeting: Thursday 11<sup>th</sup> February at 7.15pm</b> (note correction to the date from the previous minutes)	

Signed by Chair .....

Date .....