Meeting of

Weston Village Hall Management Committee

On Friday 31 May 2024 at 9.30am

Attending: Angela Martin (Chairperson); Alison Elsmore (Treasurer/Secretary); Julie Gair (Minute Secretary); Derek Gair (Booking Secretary) Hilary Hart (Parsh Council) to discuss funding application only

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| **1.0** | **AM welcomed** everyone to the meeting. |  |
| **2.0** | **Apologies**: Gail Wray, Jon Mayne |  |
| **3.0** | **Minutes of Previous Meeting**  3.1 – The minutes of the meetings held on 25 March and post AGM on 22 April were approved as an accurate record. |  |
| **4.0** | **Matters Arising**  4.1 – Warmer Homes have still to be invited to a coffee morning  4.2 – The Heart of Weston have been notified that our new insurance policy will not cover the defibrillator sited at the village hall  4.3 – JG has uploaded all the policies she has received to the Weston Village Hall website. Awaiting the safeguarding policy to upload  4.4 – U3A have clarified the times they use the hall  4.5 – Enquiries regarding the purchase of a polisher/buffer for the refurbished hall floor still to be actioned | AE  AE  AE |
| **5.0** | **Chair’s Update** – nothing to report as items covered in agenda |  |
| **6.0** | **Treasurer’s/Secretary Update/Health and Safety**  6.1 – Bank Balance – current account - £9,608.25; 32-day notice savings account £26,046.68  6.2 – Items of expenditure which have occurred during the first month of the new financial year include: -  (i) The annual premium of £1,477.31 has been paid to Zurich Insurance to complete the move to Zurich, as approved by the committee, to provide commercial insurance of the hall for this financial year  (ii) A payment of £4,200.00 has been made to the Moor Group to cover the cost of the refurbishment of the main hall floor.  £387.80 Barry Simms, for completing the skirting element of the work, many thanks to him for his expertise  (iii) £163.52 servicing of the hall’s kitchen appliances by First in Service  Income continues to be received from occasional hirers and those few regular users of the hall who had outstanding balances from the previous financial year.  6.3 – Cardnet AE has applied to Lloyds Bank for a pay as you go mobile card reader and signed the agreement on behalf of the committee.  A full version of the Merchant Terms is available if members wish to read them.   Some of the main elements include: -  (i) transaction fee of 1.75% will be levied across card types – Visa, Mastercard, Discover Global Network and JCB  (ii) there is not minimum monthly service charge for the MPOS terminal  (iii) A joining fee of £49.00 will be paid by Direct Debit.  This payment is not subject to VAT  (iv) Additional terminals can be supplied for £49.00 plus VAT  (v) Once we receive the terminal it is important to operate it in accordance with the operating manual, failure to do this will negate the guarantee of the unit  (vi) We must keep the terminal in a safe place  AM recommended that an additional should be made to our financial policy and procedures to include the management of this facility  6.4 – British Gas – VAT issue: We have received correspondence, which was addressed to our previous treasurer, from British Gas asking for clarification around our VAT registration position.    This relates to the period when British Gas provided energy to the hall from April 2007 and is not in connection with our current agreement.  They state that a reduced rate of VAT was applied to our invoices at that time.  They have requested a VAT Self – Certification to be completed. There has been a delay in responding to this as the request was sent to the wrong address.   I have now submitted this on behalf of the committee by post and await their response.  The report was accepted by the committee |  |
| **7.0** | **Lettings Update**  7.1 – DG advised the committee that he would be away 13 to 20 July and would require some cover during this period | All |
| **8.0** | **Health and Safety** –nothing to report. Jon Mayne was welcomed on to the committee and he will undertake a H&S role. AE to send JM a copy of the H&S Policy for review | AE |
| **9.0** | **Parish Council Update**  9.1 – In GW’s absence JG advised the committee that the Chair of the PC Jan Griffiths has resigned following the Annual Meeting in April. Andrew Massey has been appointed as the new Chairperson |  |
| **10.0** | **Maintenance Update**  10.1 – Routine Maintenance to the hall continues to be managed by Entrust and the following actions have been undertaken or are planned: -   * Kitchen Appliances have been services – April 2024 * Fire Extinguishers have been serviced, carried out by Chase Fire, - Please note that this is not covered by Entrust and has to be organised independently – May 2024 * Monthly legionella checks continue to be actioned by HSL Compliance Ltd * Fire Alarm serviced by Lantern Fire and Safety – April 2024 * 6 monthly emergency light testing is to be undertaken at the end of June 2024 * Acoustic wall to be serviced on 7th June 24   10.2 – Playgroup Shed – JG offered to paint the shed and the committee approved this. Will need to wait for a period of dry weather | JG |
| **11.0** | **Social Events**  11.1 – Coffee mornings – agreed they would go ahead in June, July and August except for the one held on the third week in July. JG to advise Compass  11.3 – Fete (i) Sharon and Rob Norman to sort out BBQ (ii) AM to see Drew Massey to discuss what he needs (iii) Agreed refreshment costs – hot drinks and cakes £1 each, squash 50p | JG |
| **12.0** | **Any Other Business**  12.1 – Moving library into committee room – JG pointed out that if the electrical work does go ahead and the distribution board is relocated to the back room (old Dr’s surgery), this room would need to reconfigured and it would make sense to move the books from this back room into the committee room  12.2 – Website – JG has been in touch with student, there are issues over his access to the VH Facebook account and the Google My Business account. JG suggested she speak to the student (Amrit) to try and move things on as currently most communication is via text or e-mail  12.3 – This was the first item discussed when Hilary Hart joined the meeting. JG updated the committee on the status of the application for the Village Hall Funds grant, the application was submitted on 28 May 2024. HH explained to the meeting the situation regarding the application being made in the name of the PC and the advice received from the PC auditor regarding reclaiming VAT. Only 50% of VAT can be reclaimed and only on the total amount of funding awarded. HH agreed to share the e-mail advice received from the auditor with the committee and AE to share with VH auditor for comment  12.4 – JG had been in contact with Roger Parkes to discuss working together on a social event at the VH; the e-mail response received from RP had been distributed to the committee for information. The committee agreed to proceed with organising an event and JG to discuss further with RP to discuss a suitable date and to agree on cost  12.5 – AE advised that a thank you letter had been received from Katharine House in thanks for the donation in memory of Eileen Barber | AM/JG need to arrange a date to tackle this job  JG  JG |
| **13.0** | **Date of Next Meeting** – Monday 25 June 2024 at 7pm |  |