



Minutes of Courtauld Memorial Hall Trustee Meeting – Tuesday 12th March 2024

Attendees: Trustees:

Sarah Dignasse
Len Dye
Geoff Marcoolyn (Chair)
Ian Pike

Penny Phillips (Secretary)

1. Apologies

Received from Ron Steele and Adam Thompson.

2. Safeguarding

SD has produced a Safeguarding Policy and Trustee Statement of Eligibility for signing by all Trustees, based on the information available from ACRE. SD confirmed she is happy to be the named Safeguarding Officer/contact and this is detailed as such in the policy. SD has completed training to meet schools requirements and is Level 3 trained, with refresher training taking place on 28/03/24.

Each of the hall hirers will need to have their own appropriate procedures/ training and contacts in place and ensure they cover adequately the areas of the hall they have hired. Hirers will have different levels of safeguarding requirements depending on their activities.

The Trustees have a responsibility to ensure there is a Safeguarding Risk Assessment in place for the premises – GM confirmed he will seek to source a Safeguarding Risk Assessment to complete.

Discussed the overarching requirement to provide a safe environment and overlaps with H&S and SD confirmed the principle is to take reasonable precautions to prevent harm.

GM confirmed that he considers risks when there are two bookings in the hall at the same time.

The key point is to consider different scenarios and manage the risk of each individual situation as it arises, mitigating any risks.

LD asked for clarity that all bookings will need a Safeguarding Policy – confirmed as correct. It is not for us to check their policies, we accept these at face value.

Brief discussion about DBS requirements, which do not apply to trustees, but will apply to some of the hirers, depending on their activities.

IP asked if a hirer should notify us of any reported incidents. This was confirmed. The hirers Safeguarding Officer should report it to the appropriate official channels

and also advise SD as our Safeguarding contact, so we can ensure it has been followed up correctly. GM shared an example of an issue reported by the Barn.

Agreed records will be kept on a secure Trustee area of the website which GM will arrange to set up.

All signed and returned their Safeguarding Trustee Statement of Eligibility to PP, except RS.

This document references, “understanding your organisations purposes and rules as set out in its governing document.” For CMH this is set out in the Hall Constitution documents which SD circulated for all to read in line with the signed declaration. These documents will be saved on the secure area of the website.

SD asked all to confirm they had read the 5-minute read link she had sent from the Charity Commission website – all confirmed.

SD asked all to confirm they had viewed the Safeguarding video – all confirmed.

Action:

GM to source a Safeguarding Risk Assessment for completion.

GM to arrange for secure Trustee area on the website to be updated and log in details/ passwords to be provided to all.

RS to provide signed statement to GM/PP.

3. Fire Risk Assessment

GM confirmed this has been completed and shared report The flat is outside the area but is co-dependent. This assessment has confirmed a category Level 4 alarm to be fitted.

Discussed quotes for the fire alarm system, whether a radio link or hard wire system is best. All agreed that they need to do what is best in the most cost effective manner.

GM will obtain quotes for the two options from two different companies which will then be shared with the Trustees for a decision.

IP asked if a smoke detector is still required in the attic which was confirmed. Also asked the difference between Level 3 and Level 4, which were small.

Discussed plan to address the issues raised in the risk assessment – specifically fireproof box around the electricity meters. Agreed a quote will be required for this – NB. Post meeting – GM checked with assessor and agreed that a fireproof box was not required, Trustees agreed no need to progress with this action.

Confirmed that prior to hire, people must be shown around and be shown the fire alarm system – the hiring conditions need to be clear on this.

Confirmed there is a requirement to formally record weekly checks and fire alarm testing.

Action:

GM to ensure hiring conditions are updated.

GM to obtain quotes for fire alarm system.

GM to follow up need for asbestos survey with assessor.

4. Hiring conditions

GM confirmed there is a one page document issued to hirers and these are also on the website. GM has made some adjustments, which he emailed to all.

SD asked to update the document with the CMH green logo and make some other minor changes, all agreed. SD to make changes and re-share.

Agreed document should be in PDF format for issue to hirers and on the website so it cannot be altered.

Agreed to use CMH logo on all documents going forward.

Action:

SD to update and share document.

GM to add to website when finalised and agreed.

5. Village Festival

This is taking place 23rd to 26th May. Trustees have been asked if they can provide tea/coffee/cake stall for the Saturday.

Discussion that this was previously undertaken with the WI but they are no longer in the village. The requirement for providing cakes is quite high. All agreed response to be no, due to lack of capacity/resources.

Action:

GM to confirm.

6. Future of Youth Club

The group took place on 23/02/24, with about sixteen children aged 9 – 14 attending, with four adult supervisors. All went well, GM visited and all seemed happy. The hall was left tidy and closed up correctly.

The organiser verbally advised they would like to continue but no follow up has been received from the organiser as yet.

7. Wellness Evenings

Due to commence Monday 25/03/24, with around eight people due to attend. Offering therapies such as hypnotherapy, reflexology, meditation. Also Saturday afternoon with a fire pit outside. The hirer is bringing her own customers.

All agreed it is good to see a wide range of diverse bookings being made.

8. Skylight replacement

GM has received a quote to replace the middle skylight which had been leaking in heavy rain. The quote from Roses is £2600 (exc VAT). Discussed this being quite high – it is based on two people, 6 hours, £64 per hour, plus materials.

Discussed the flat roof will need replacement in the not too distant future. Agreed not to proceed with the work and GM offered to complete a temporary fix.

Action:

GM to inform Roses.

GM to complete temporary fix.

9. Grants and future developments.

SD advised that she contacted Cllr Spray to check whether the Rural Prosperity Fund was still available and was advised it has now been fully allocated for the current year. She believes there may be a second wave of funding but will await further information.

SD updated that she could try alternatives, where she has had success previously and will look in to this.

There may also be other monies available through the Council which we will keep under review.

Action:

SD to review other funding others.

10.AGM

Agreed date to be Thursday 16th May at 7.30pm.

To invite 1 of 2 representatives from hiring organisations to attend if they wish.

GM will arrange refreshments.

Action:

GM to send invite to hirers.

GM to purchase refreshments.

GM/PP to agree agenda.

11.Finances

RS provided a written financial summary, which details there is approx. £17k in the bank account. Need to take account of the Fire RA to now be paid and also need to maintain a reserve for any emergency work.

SD asked how much the running costs are, GM advised that the income from the flat balances the costs, so income from hiring is generally surplus.

Need to also take account of other maintenance costs which routinely arise. For example, money has been put aside to replace the side doors. Also, many costs have significantly increased e.g. Building insurance.

12. Accident/injury reports/complaints

Nothing to report.

13. Maintenance requirements

Hole above the door picked up on the Fire Risk Assessment.

Outside light to be replaced – IP.

General gardening – waiting for weather to improve.

Action:

IP to repair light when weather allows.

14. Any other business

Wi-Fi password poster in the lobby has gone missing – GM to arrange replacement.

GM will progress with website work on the secure area for Trustee documents.

Action:

GM to replace Wi-Fi poster.

GM to arrange website secure area work.

15. Next meeting date

AGM in May.