**Minutes of Norton Village Hall Committee AGM & Monthly Meeting**

**Thursday 1st November 2018, 7.30pm**

**Attendees**

Phil Jefferson **Chair**  Gary Walton

Angela Walton **Treasurer**  Ali Jefferson

Richard Allen Hamish Gibson

Emma Smart

Members of the public & local councils

**Apologies**

Susie Dove

Emma Brennan **Secretary**

**Approval of Minutes**

* September (previous meeting) minutes agreed and signed off.
* A reminder that last year’s AGM minutes were signed off in November 2017

**Chair’s Report**

* Brief review of progress: new wi-fi installation, new website & online booking system, adoption of 2 new members to the committee, some excellent and profitable fundraising events, and disappointments: chiefly rejection by G Weston’s Anniversary Fund for sponsorship funding for our next development programme
* Outlook is positive bearing in mind a healthy trend in hiring income – should surpass last full year’s figure – and a string of winter car-boot sales in the pipeline. We have had some local funding via the PC, Suffolk County Council and Mid-Suffolk, and we are very grateful for that, but we must push on and try to secure some more via grants, CIL and charitable sponsorship if we are to be able to complete our current project list and get back to our bigger development plans

**Finance & Treasurer’s Report**

Current Account : £ 554.29

Deposit Account : £ 12,704.71

Bank account information despatched prior to meeting via email to all committee members and made available in hard copy format at the meeting. This information will also be made available via the VH website, **Action PJ**

At current running year trends, when compared with our last full FY figures to March 2018, it appears likely that our fundraising income will undercut last year’s, whereas our hiring income will overtake last year’s (as stated above).

* We have received £410.40 from the PC for annual wi-fi costs, but as yet the allocated precept of £1,500 has not been transferred, **Action AW & AB**
* Possible savings through combination of water & grey water service regime. To be researched further, and a note seeking clarification of quoted figures with reference to reduced volumetric flows was sent out to ‘Source For Business’ at the end of the meeting. 14 day deferral period, awaiting feedback, **Action AW**
* Outstanding £450+ from Suffolk County Council (Jane Storey) has indeed been received.
* £2,000 has been received from Mid-Suffolk’s ‘Locality grants’ (Sarah Mansel) and is being invested in our under-stage storage project which will cost something of the order of £5,000, but will also include improvements to stage lighting. The shortfall will be met by the VHC’s own funds.
* PJ reported delays to our anticipated submission to Mid-Suffolk for funding from the County Infrastructure Levy (CIL) for 2 main reasons, i) a misunderstanding relating to timing of submission, and ii) the now certain need to have planning permission in place prior to submission for air-source heaters (6-8 week process, but no anticipated problems). Discussed possible diversion to review infra-red heaters (no planning permission required) but agreed to press on with the planning application for air source to get that in the bag before then making approaches in the New Year for CIL + other available sponsorship, **Action PJ**
* Sarah Mansel pointed out that we can apply for grant monies as well as CIL funding from Mid-Suffolk, and she also advised re-contacting Gillian Hilder in the Communities Team regarding grants in general and environmental funding (“Greenest County” initiative)**, Action PJ**
* AW reminded us that we have agreed to pursue the use of a professional fundraiser – no funds, no fee – to attack the charitable fund market seriously, but as yet we haven’t been able to locate one. We must speak to our local contacts to try to identify a suitable candidate by referral, **Action All**
* List of previous sources of funding (Havebury project) were sent to PJ by AW.
* Detailed review of a very successful Music Quiz in October – not just a good night, but a profitable one too with £833 net profit recorded. Well done to the team, and a note of thanks was sent out to Charlie Spicer (by PJ) which appeared very much appreciated.

**Legal**

* All existing officers on the VHC were sworn in again for another year, and Jane Williams from the WI was accepted onto the committee as a new member.
* Discussed the role of Secretary in Emma B’s long term absence. PJ has been taking his own notes at each meeting and is comfortable working that way, but AJ pointed out that this is hardly acceptable from a formal, legal perspective. Some agreement here from the floor. After some debate it was decided that this approach should continue until such time as either Emma B is back in attendance, or Emma S has upgraded her domestic computing capacity so as to be able to take over the Secretarial role, **Action PJ, EB, ES**
* PJ reported that the VHC’s annual online submission to the Charities Commission is due once again. Deadline is end Jan 19, but PJ keen to get it done in November as travelling a lot in Dec & Jan, **Action PJ & AW**

**Bookings RA**

* RA gave a very upbeat report on current hiring trends
* New booking system (within new website) is up and running and still being tested by RA & PJ. We have had some enquiries via the group email address; [nortonvhbookings@gmail.com](mailto:nortonvhbookings@gmail.com) but early days. Must begin process of populating bookings system with regular hirers, **Action PJ**
* PJ has input a few news bulletins, events, pics etc to the new VH website ; [www.nortonvillagehall.com](http://www.nortonvillagehall.com) but still yet to try new document posting process after ‘re-sizing of docs’ work from Studio 2450

**Buildings**

* Fire alarm test carried out in October to satisfactory standard, by GW & RA
* Date required in the short term for site visit with Doug Meade to assess practical aspects of under-stage storage project + lighting. Work will commence in the New Year, **Action GW & All**
* Planning application for air source to go ahead (as above), cost of submission about £230 discounted for charities, but GW to look at infra-red heaters as another possible replacement for our existing wall heaters, and to submit online ‘site survey’ to potential suppliers in order to be able to compare this type of installation with intended air source specification , **Action PJ & GW**
* Maintenance jobs still outstanding; window film, projector screen fixture, notice board and shelf in foyer, new extension cable to be fixed so as to avoid another theft, external weed-kill done through the summer, but needs doing again, **Action GW & PJ**
* New bin installed in men’s toilets.
* ‘Yoof’ problem in carpark deemed to be less of a concern in some respects, although there remains a worry that drug dealing is going on with vehicles coming and going with some regularity. Police have been contacted (by GW) and asked to take a superficial interest, perhaps to make the odd visit just to let their presence be felt, but they declined! AB suggested that we should try CCTV (PC installation, electrical power from VH), proposal accepted, **Action AB**

**Marketing**

* PJ to get Car-boot updates onto Facebook pages, VH website and into In-Touch & Messenger, **Action PJ**
* ES recommended that we take more photos of events more often so that we can advertise our capabilities more frequently on Facebook, website etc, **Action All**
* Sarah Mansel recommended that the VHC considers paying for adverts in the Elmswell Magazine because of its extensive reach and relatively cheap outlay. VHC to discuss**, Action All**
* AB suggested that we list all regular bookings (where agreed with client) in the Messenger to encourage new users, **Action PJ & RA**

**Fundraising**

* ‘Indoor carboots’ are now earmarked for Nov – March, monthly on first Sunday in each month, ie Nov 4, Dec 2, Jan 6, Feb3, March 3, **Action All**
* Lots of ideas were suggested by the whole group for future events, eg beetle drive, rave, pig racing, family New Year bash, Valentines evening, board game social, big-screen sports events + bar, etc. Much to consider, but with the car-boots we are probably fully stretched up to the end of the FY. We do need to schedule new fund raisers for the spring & summer periods, **Action All**
* PJ proposed that we hook up to a couple of online charitable donation platforms like those used in the past by the VH and currently by the Pre-school, eg ‘Give As You Live’. It’s free, could generate retail kick-backs as donations from well-known retailers, but will require us to market our chosen connection(s) locally in order to make this work. Proposal accepted, **Action PJ**

**Parish Council**

* PC/VHC relationship deemed to be working without representatives crossing between monthly meetings
* AB to prompt PC Treasurer to make precept payment of £1,500 which is still outstanding**, Action AB**
* AB to chase Dave Jones again to get auto-link inserted into old Norton village website to create easy connection to new VH website. This is important in relation to Google searches, **Action AB**
* Sarah Mansel insisted that the PC should be fielding agendas of meetings, subsequent minutes and financials on its own website regularly. It was pointed out that the minutes at least have been posted, **Action AB**
* Our minutes, once approved, will still be forwarded to the PC via Andy, and they will appear on the VH website too, **Action PJ**

**A.O.B**

* Chair PJ announced his intention to resign his position at next year’s AGM
* Special message of congratulation to VHC members from Penny Mathieson, for all their hard work during the last year, was delivered by PJ.
* New bins arriving in the adjacent playground, so suggestions were made as to where we might re-position some of the old bins for most effective use, **Action GW**
* Hamish to report back re wording/formatting issues on website, **Action HG**

**Date of next meeting**

**Thursday 6th Dec, 7.30pm**

**Norton Village Hall**