

## **Minutes of Norton Village Hall Management Committee Meeting**

**Thursday 4<sup>th</sup> July 2019, 7.30pm at VH**

### **Apologies**

- AJ, SD, RA

### **Approval of Minutes**

- June (previous meeting) minutes agreed and signed off.

### **Finance AW**

Current Account : £ 117.80

Deposit Account : £ 14,094.97

- Pig Racing a qualified success with £737.56 profit even after having paid £200 to the BSE Lions for their support on the day
- AW reported that she had been contacted by Nat Lottery A4A scheme to double check on the validity of our submission for Air Source funding. That submission subsequently approved for £9,999 on 21<sup>st</sup> June
- Discussed Accountant Rob Southgate's recent queries on our end-of-year accounts. He has signalled a need for us to tighten up on our procedures in so far as cross-referencing of bookings and the various payments associated with them should be more robust. Better use of reference numbers through a simplified booking report must be adopted. Currently Angie is in receipt of booking confirmations from Richard, but she has to open each copy invoice/booking form separately to then apply the booking ref to her figures – too time consuming and it isn't happening! Our booking process is being simplified for August onwards (more of that below), and we must create a spreadsheet feed from Richard to Angie that is obviously on-screen and easily absorbed automatically into the accounts such that all transactions associated with any given booking are referenced and traceable. This is about external accounting standards and we must comply before this note starts to appear in the 'legals' section below. Hamish, Richard & Angie to discuss ways of achieving this, and Hamish to establish the data transfer from Richard to Angie. **ACTION HG, RA & AW**
- X3 outstanding sponsorship payments for the Pig Race to be chased by Angie. **ACTION AW**

### **Legals All**

- Upload last month's minutes onto website as usual, **ACTION PJ**
- PJ to find copy of last year's AGM notice and to send that to Emma & Hamish for updating and posting at least a month before the anticipated AGM which is now set for Thursday 7<sup>th</sup> Nov, 7.30pm at VH. First need to check with Richard that the date is OK. Once confirmed, Emma and Hamish will ensure posting of notice in various physical and online (website, Twitter, Fb, NDN) places, as discussed, but note that for Messenger October edition we will need to supply Diane before 15<sup>th</sup> September. **ACTION PJ, RA, ES & HG**
- Dec of Trust updating has not progressed further and sits alongside CCTV policy formulation with the PC. May possibly run until the AGM
- Risk assessment forms – it was agreed that 'risk assessment' responsibilities lie chiefly with hirers, except for our own events like Pig Racing. We need to ensure that our booking T&Cs

include a specific cautionary note to this effect and Phil or Richard will add something into the new simplified booking process (in T&Cs) that says, 'Hirers are responsible for carrying out their own risk assessments for their own classes'. In addition we should adopt Susie's simple risk assessment form for our own events, eg car boot sales, equestrian table tops etc. Primary event organiser (usually Angie) to make sure this is addressed each time. **ACTION AW, PJ and/or RA**

- Recruitment – not much to report. Phil's job specs on Suffolk ACRE site via Twitter have generated zero responses so far. Mr Philp is a possible recruit apparently. No action agreed here as yet. Keith Jaggard is floating in the ether as far as re-joining the committee is concerned, but he was recently fairly adamant that he would not take the Chair. Jane to talk to her 'lodger' Helen with regard to a secretarial/note-taking/admin role. **ACTION JW**

### **Bookings PJ for RA**

- PJ reported a generally positive picture for bookings
- PJ reported that after a lot of work from Richard, and then a live online meet with Paul Grosvenor at Studio 2450, we will change and simplify the bookings process in July for August onwards. This will not only reduce our fee by roughly half, but more importantly it will cancel the online DIY booking service and remove it from the website. It will be replaced by a simpler approach much like other VHs and Comm Centres whereby potential users will be able to see our facilities via the website then either call us (Richard) directly or email us ([nortonvhbookings@gmail.com](mailto:nortonvhbookings@gmail.com)) to make a booking. The website URL will remain the same ([www.nortonvillagehall.com](http://www.nortonvillagehall.com)) and it will look almost identical to the present site. Richard will take bookings for any one room or 'whole building' and create a reference # for each booking as normal together with an invoice/booking form and so on. He will use the basic google diary which we have behind the gmail account shown above (PJ already checked it) and that will be his calendar which is open to all of us who wish to share the collective email address (might be especially useful for Angie). Richard's booking data will need to be fed into Angie's spreadsheets as discussed earlier under 'finance'. PJ to report promptly when the change-over is ready from Studio 2450. **ACTION PJ**
- Gary mentioned that there is a potential for extensive 'serviced' bookings from Eon who were very impressed with the VH recently. They are to come back to us soon, and we may have to consider what a 'serviced' booking entails and how we or they field that. **ACTION GW**

### **Building, GW**

- Doug Meade stage work completed and decorated, as is outside render. Very effective use of space. 2 main drawers very heavy when loaded. Agreed that PJ would mock up some A4 safety notices and send them round for review before making some up and getting them laminated and applied, **ACTION PJ then All**
- 'Cistern Miser' acting very strangely during our meeting. Gary has turned it off and will investigate further. **ACTION GW**
- Metering power supplies to kitchen deemed costly and complicated by Adam Dowds. Agreed not to bother. We will try to approximate such power usage from existing readings
- Birds problem seems to have left us!
- Slight touch-ups to black paint at back of stage required and repairs to hanging rail, left hand side, **ACTION GW, PJ & Lawrie !**

- Outstanding jobs ; replace foyer table with small sign-in shelf, projection screen (possibly Hamish on Sunday, but needs fitting leaflet from Gary), window film, round-up on outside edges
- On site planning meetings tomorrow (Friday) with Adam Dowds (Elec), EES Sound & Lighting & Kings Cooling Sols, all for planning of Air Source Project installation imminently! **ACTION GW & PJ**
- Next project 'Big Extension' discussed with reference to on-going deterioration of building fabric which is beginning to suggest remedial works are required, something we could never hope to fund from 'income', hence the idea that we will absorb such works into 'development' project works. On site discussion meeting scheduled for 7.30pm Wed 17<sup>th</sup> July, drinks back at Phil's gaff! **ACTION All**

### Marketing

- Marketing research questionnaires – following Jane's review she has created 3 different but similar versions of the questionnaire for , i) users, ii) hirers and iii) private events. We discussed each of these and made minor adjustments and now Jane will seek to incorporate those and to smarten up the 'visuals' with the possible help of Hamish. **ACTION JW& HG, carried over from last meet**
- Recruitment notice should appear in the Messenger.....'Your Village Hall Needs You!'
- Emma will post review of Pig Racing in the Messenger, hopefully with a pic, to help thank our promoters and our visitors while publicising the VH. **ACTION ES**

### Fundraising issues & events

- Air Source Air-Con project reviewed via excel sheet. Now have targeted funds either in our account or pledged; £10K Havebury, £9,999 Nat Lot A4A, £5K PC, £2K Alfred Williams, £5K Bernard Sunley = £32K. AW asked to watch for direct payments into bank. PJ to re-visit payment schedule with Havebury (in 2 parts, but we are starting early). **ACTION PJ**
- Winter car boots agreed for Nov 3, Dec 1, Feb 2 & Mar 1, all Sundays of course, subject to Richard's sign-off on those dates. **ACTION RA**
- Equestrian Table-top sales agreed for Nov 21 & Feb 13, Thursday evenings, again subject to Richard's sign-off on those dates. Angie to start promoting soon. **ACTION RA & AW**

### Parish Council

- Fantastic result from Tuesday's PC meet at which the new team voted in favour of £5K towards our Air Source works. Cheque received directly!
- DEB & Robert Lenko likely to come to our August meeting. PJ to forward that date to them. **ACTION PJ**
- Feedback re street cleaner = 'never has cleaned by the VH'! Emma to have a little word. **ACTION ES**

### A.O.B

- None

### Date of next meeting

**Thursday 8<sup>th</sup> Aug, 7.30pm  
At Norton Village Hall**

