

Onibury Village Hall Committee Meeting

Tuesday 18 June 2024

7pm

Minutes

1. Welcome from chair

- Jan welcomed everyone to the meeting

2. Attendance

- Janet (Jan) Giles – Chair
- Lisa Owen – Treasurer
- Sara Pearce – Secretary
- Nastasha Miles
- Maxine Rounds
- Adrian Wyatt – Onibury Parish Council

3. Apologies

- Andy Bevan
- Paul/ Harv Holmes
- Lydia Jones
- Caroline Bywater
- PCC – represented by Parish Council

4. Approval of minutes

- Approved

5. Treasurer's report

- As of meeting date:
 - Business (savings) £ [REDACTED]
 - Community account: £ [REDACTED]
- Running at £ [REDACTED] profit

6. Constitution update

- The village hall constitution (deeds and conveyance document) needs to be updated as there is only one living named trustee left on the document
- We need to sign off the old trustees and appoint the new trustees onto the deeds document
- There needs to be a minimum of three trustees on the deeds document who are able to commit to being involved in the village hall for the long term
- We also need to update our charity constitution as a separate document

- Rachel Hughes (solicitor) has provided some legal advice and can undertake all of the work for a charity rate of £200, which would include leaving us with templates for appointing and retiring trustees
- We have obtained a comparator quote from Norris and Miles solicitors in Tenbury for the work who would estimate that there will be at least four hours work incurring costs of a minimum of £1,020.00 plus VAT
- **DECISION** unanimous vote of those present for Janet Giles, Lisa Owen and Sara Pearce are to be the named trustees on the deeds
- **DECISION** unanimous vote of those present to take up Rachel Hughes offer to do the legal work
- **ACTION** Sara to consult with the absent trustees and management committee volunteers and add their votes to the minutes
- **ADDENDUM:** there were no objections from the wider committee consulted after the meeting to the above points and decisions about the constitution.

7. H&S and building:

a. Emergency lighting update

- Quotes have been obtained for emergency lighting
- **DECISION** the emergency lighting work will be put into the grant application

b. ECIR

- Quotes have been obtained for emergency ECIR as electricians haven't been checked since 2000
- **DECISION** everyone is happy to proceed with an ECIR before the grant application as it may result in remedial work being required

c. Asbestos

- Asbestos company is coming back to give us a quote on whether we need professional services for removing the waste from the roof when the extension work is done

d. Chairs and soft furnishing quotes for refurb versus buying new

- New chairs would be in the region of £47-£58 per chair
- Reupholstering with fireproof foam and fabric and repainting of the chairs by local company Violet's Upholstery was between £68 and £98 per chair
- Other quote from Marie's was for £150 per chair
- Jan proposes that for sustainability reasons of reusing and upcycling rather than landfilling the old chairs we apply for funding to reuse the old chairs
- **DECISION** unanimous vote of those present to upcycle the old chairs

8. Maintenance issues:

a. Maintenance day date

- **ACTION** Lisa to arrange for the stone to be delivered 40mm

- Stone being donated for the project by an employee of Bromfield Sand and Gravel (retail value £85.95)
 - **ACTION** Jan will then organise a day by What's App when the weather is clement
- b. Hand driers**
- Hand driers donated for the project by the manufacturers (retail value £130 each from ATC Heating)
 - On electric quote which is part of the grant
- c. Guttering**
- Quote for the guttering has been obtained
 - **DECISION** guttering to be put into the grant application
9. Bookings
- **ACTION** Sara to set up a car park booking 'room' on the website if this doesn't complicate the online booking for users
 - **ACTION** Sara to cancel school reunion booking
- a. Line dancing**
- Jan and Lisa have been and report that it's good fun, well attended
 - Booking has been extended until December
- b. African drumming**
- African drumming group coming for a test session to see what the acoustics are like
 - If they like it then they will have a regular booking and use bar for drum storage (will remove for events)
 - **ACTION** Sara to follow up with drumming booking for payment
- c. School play**
- PTA asked if they could make use of the village hall for school plays and whether there was a possible reduction on price
 - **DECISION** the school play and rehearsals can be booked at a rate of £5 per hour
- d. Update to terms and conditions and website about one-off bookings**
- Information has been strengthened on website and T&Cs to say 30 days or 7 days before booking payment term, whichever is soonest
- 10. Communications**
- a. Ripples updates**

- **ACTION** Sara to write updated text for Ripples magazine to include new line dancing

11. Fundraising

a. Awards for All application

- ACTION Sara to continue putting the Awards for All application and circulate it to committee

12. Other fund raising – 100 board and Halloween Quiz

- The 100 square bar fundraiser has gone down very well – raised £50 in the first time it's been round.
- Hallowed quiz: £10 per person including baked potato, 18th October @ 7pm, optional fancy dress, BYOB

13. A.O.B

Other funding ideas were discussed:

- Can we approach the Rotary Club to be their nominated charity
- Can we do a duck race?
- Wheelbarrow derby/ races?
- Summer supper club: starter at one house, then main at another, then dinner?
- Big breakfast morning?

14. Date of next meeting

- 23rd July 2024 @ 7pm in the Apple Tree

15. Rota for checking after bookings

- Sara doing the regular Wednesday check
- Cleaner doing regular Monday checks with the cleaning
- Lisa doing 3rd July after PC meeting
- Max is doing 5th July after the monumental election
- Max going in on the 9th July between yoga and bingo
- Jan going in on the 10th of July
- Lisa doing 12th July
- Jan doing 17th July