

## **Onibury Village Hall Committee Meeting**

Monday 18 November 2024

7pm

**The Apple Tree, Onibury, Shropshire, SY7 9AW**

### **Minutes**

#### **1. Welcome from chair**

- Jan welcomed everyone to the meeting

#### **2. Photos**

Everyone had their photo taken for the Raise the Roof campaign National Lottery funding

#### **3. Attendance**

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

#### **4. Apologies**

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

#### **5. Approval of minutes**

- Approved

#### **6. Treasurer's report**

- As of meeting date:
  - Business (savings) £ [REDACTED]
  - Community account: £ [REDACTED]
- Raise the Roof campaign is at **£116.14** left to raise out of the £23,000 target
- The National Lottery request that there are two signatories on the bank account. These are currently Lisa Owen and Sara Pearce.
- Our financial process was discussed and agreed to be fit for purpose, it is:
  - Spend is checked with committee

- Treasurer makes purchase and records in ledger
- Larger spend is discussed and approved by the committee at monthly meetings
- Treasurer will provide the ledgers and bank statement at each meeting for anyone on the committee to review and sign as accurate
- Each year a full reconciliation is done with the treasurer and a committee member (currently Maxine Rounds).

## **7. Constitution and deeds update**

- The deeds have been changed over to Jan Giles, Lisa Owen and Sara Pearce
- Gabbs solicitors is now locating the original deeds in order to register the new deeds with land Registry
- The deeds and constitution will now be separate documents
- The committee will need to update the constitution and register the new document with the Charity Commission
- **ACTION:** Sara to get Chat GPT to write a structure for a constitution and find two other local village hall constitutions to review to help guide us

## **8. H&S and building:**

### **a. Starting the Raise the Roof renovations**

- Jan has booked start date with the builder for 17/3/25
- We obtained a second quote on the asbestos removal on the recommendation of the builder which has come in £100 cheaper than the original quote
- Jan is leading on the relationship with the builder as they want a single point of contact
- The committee will liaise with the community about potential car park closures next year – the aim will to be keep it open or partially open as much as possible – as long as it's safe
- The hall itself will just be closed for the two weeks
- The builder will provide Harris fencing to keep a safe zone around the building

### **b. Plastering as additional work**

- The building quote is for external works only
- The interior has now deteriorated, and damp/ mould stains have spread
- Lisa proposes getting local plasterers to provide quotes for making good the interior using OVH savings to top up the funding
- Initial conversations indicate it's going to e about £1500-£2000
- **DECISION:** everyone has agreed to get quotes in for plastering and replaster if budget allows

- **ACTION:** Lisa getting some plastering quotes in
- Jan proposes getting rid of the old backdrop that's in place as it's really old now
- **DECISION:** everyone agreed for the old backdrop to go

**c. Sheduling the guttering**

- **ACTION:** Jan to contact Ian Marston to do the guttering work he quoted for last year

**d. Car parking during closure**

- Dealt with above

**e. EICR update**

- The remedial work for the EICR report that was done has been quoted at £2,445.48

**9. Maintenance issues:**

**a. Maintenance day**

- Jan is still planning to send out a date, weather dependant.
- **ACTION:** Jan to circulate info by What's App

**b. Key box lighting**

- Big thanks to Jase Rounds and the electrical lads for installing the light
- Needs a big label saying do not turn this switch off!
- **ACTION:** Harv to make a label

**10. Bookings**

- Bridge club is no longer booking the hall due to low numbers and flooding

**11. Communications**

**a. Ripples update**

- **ACTION:** Max sending in an update on the Awards for All grant money

**12. Fundraising**

**a. Raise the Roof Just Giving page**

- **ACTION:** Lisa updating a Facebook post with what we actually need to raise (£116.14p)
- We will close the Just Giving page 1<sup>st</sup> December 2024

**13. Other fund raising – 100 board and Halloween Quiz**

**a. 100 board**

- Doing one more 100 board
  - **ACTION:** Tash to ask at Cyril Bason if the 100 board can go in there
- b. 100 club**
- No change – needs constitution to get a licence
- c. 80s disco**
- Looking at doing a 80s Disco on 1<sup>st</sup> Saturday 2025
  - Hall is booked
  - **ACTION:** Lisa booking Musgroove Disco
- d. Rock & Roll Dance**
- Tash went to a recent rock and roll dance and it was really successful
  - Looking at doing a similar dance at OVH after the disco has been done
- e. Euro Lambs Foundation**
- **ACTION:** Sara to check with Aneira about who to approach
- 14. A.O.B**
- Christmas tree outdoors:
    - Jan's dad is donating some outdoor lights for decorating the tree that is arriving.
    - **ACTION:** Lisa finding out how much a box for outdoor lights and transformers are to keep the stuff in
  - Craft Fair organisers passed on the message that the tables were dirty and needed cleaning.
    - **ACTION:** Sara to email to Vicky who booked the event to follow up
  - Tash and Jan are meeting Violet at the village hall to measure up chairs, curtains and discuss timings
- 14. Date of next meeting**
- Monday 13 2024 @ 7pm in the Apple Tree
- 15. Rota for checking after bookings**
- Sara doing checking on Wednesdays
  - Sara doing the check before and after Little Lambs Party