



Kelsale Village Hall

Registered Charity No. 267376

Kelsale Village Hall Management Committee Meeting. Wednesday 6th January 2020 via Zoom at 7pm

1. The Chair (MC) opened the meeting at 7pm, wished everyone a Happy New Year and welcomed those present and introduced everyone.

Present: Trustees Mary Clarke (MC), Simon Ransome (SR), Chris Burslem (CB), Kayleigh Stubbs (KS), Peter Ewart (PE). **Committee Members** Caroline Harker (CH), Simon Francis (SF), Bertie Buttle (BB), Liz Flight (LF) **Public** None.

2. **Apologies for absence:** Sarah Scrivener (SS), she has stepped down from the committee following the latest lockdown announcement. Kerry Vince may be able to fill her role and was invited to this meeting. Julia Ewart also gave apologies.
3. **Minutes of the last meeting:** KB to be changed to KS in the minutes, following this the minutes were agreed and signed, MC proposed, SR seconded.
 - a. **Matters arise,** MC reported that she has now completed her draft of the update to the Constitution she has shared it with CB who will review and then it will be circulated to the VH committee prior to the February meeting to be ratified at the March AGM.
4. **Report on building condition and results of survey:** SR produced a comprehensive report of building and work that needs doing following on from the surveyor's report. The immediate work that needs to commence includes checking for asbestos and inspecting some guttering, SR will complete this work when conditions allow. Three contractors will also be approached for quotes for repair and decorating work to the outside of the building. SR will check whether the electrical safety certificate remains in date

It was agreed that three architects will be approached for their initial thoughts on possibly completing plans for making the VH more accessible which was highlighted as a priority in the recent village survey by the PC about the use of Community Infrastructure Levy (CIL) funding. It is possible some of the CIL money could be used for this project and a request will need to be sent to the Parish Council. It was agreed that a sub-committee be formed of KS, Julia Ewart, BB and SR to consider the space and imagine the possibilities with a view to developing a proposal for the Parish Council to consider. In the meantime, PE recommended and it was agreed that a brief statement of intent in this regard should be sent to the PC.

5. **Treasurer's report**

- a. **Finances:** PE has now taken over as Treasurer and had a handover from SR. PE is currently sorting the mandate for the online banking, It was resolved that the bank accounts of the Village Hall should be conducted online in order to simplify banking matters during Covid and remove the need for physical in person banking at branch. Pending opening bank account (s) which have the facility for dual authorisation which the Committee considers essential, it was resolved, in light of past events, that until we



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have dual authorisation in place for online banking, PE as treasurer must email all trustees prior to making any transaction or payment through online banking and request authorisation for such payment or transaction. PE will specify exactly what such payment or transaction is in the email to trustees is and on receipt of approval of one other trustee, he will have the requisite authority to conduct such transaction or payment. The Committee recognises that this is an unsatisfactory and cumbersome system and therefore resolves to move the HSBC bank accounts currently held as soon as practicable to a bank where dual authorisation is available. PE hopes to move the banking possibly to the Unity Trust Bank or the Co-operative which have the facilities for dual authorisation and this will be addressed once the mandates have been changed with HSBC. It was further resolved that no two persons living together can authorise any banking transaction and that a further trustee's authorisation must always be obtained. These resolutions were proposed by MC and seconded by PE.

As of December 20th PE reported that there was £10,175.47 in the main HSBC current account, there are more Covid relief grants that can be applied for, MC to follow these up.

- b. 100 Club:** PE said that he has met with David Granville-George to discuss the 100 Club and the renewals for next year. This is a busy time for the 100 Club with most people renewing their subscriptions. PE reported that there was currently £1669 in the 100 Club account.
- c. Insurance:** Following the survey being completed the VH is valued at £1.1million, the insurance renewal due in March will reflect this. BB confirmed that the current cover for contents insurance was adequate to cover the Social Club as well.
- d. Report from grant funding sub-group:** The sub-group has met and once plans are drawn up for work that needs to be completed grants can begin to be applied for. As discussed above a share of the CIL money will be applied for and also the Covid relief grants available to us.
- 6. Business Planning, website and Social Media, publicity:** To be discussed at the next meeting when Kerry Vince will hopefully be able to attend.
- 7. Report from the Social Club:** BB reported that the Social Club was still unable to open, they are looking forward to being able to open again sometime in the Spring.
- 8. Report from the Parish Council:** CB expressed his disappointment that the Parish Council had not deferred finalising their budget and he felt that apart from the funding already agreed no more would be forthcoming from them. MC thanked CB for his efforts on behalf of the VH.
- 9. Correspondence,** MC has responded to the letter regarding the election due in May 2021 and the usual use of the VH as a Polling Station. A copy is in the minutes file.
- 10. Bookings:** No current bookings.



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11. Any Other Business:

- a. MC gave an update on the situation re the past treasurer.
- b. KS spoke about her ideas for attracting more groups to use the VH on a regular basis once it is reopened; MC suggested this go on the agenda for the next meeting.
- c. MC passed on her thanks to Sarah Scrivener for her work over the past few months on the committee, which has been highly valued and hopes that Sarah may be able to join meetings in the future at a less pressurised time.

Date of next meeting

Saturday 6th February at 10.30am via Zoom.

The Chair thanked all who attended, meeting closed at 8.10pm.