

WORLINGTON PARISH COUNCIL

DRAFT Minutes of the Annual Village Hall Charity Trustee Meeting Thursday 5th October 2023 in the Village Hall at 8.10pm

Charity No: 208949

Trustees present: Chris Hall (CH) – Chair, L Osborne (LO) – Vice Chair, Alan Marshall (AM), Tim French (TF), Edward Kerr (EK), Nick Foster (NF) and Steve Foster (SF)

Present: Secretary – Joanna Priestley (JP)

ITEM **Action**
23/10/1 **Apologies for Absence**

There were no apologies.

23/10/2 **Approval of Minutes**

The minutes of the meetings held on 8th June, 6th July and 7th September 2023 were approved by the Trustees and signed by the Chairman.

23/10/3 **Village Hall Accounts/Bank Reconciliation**

JP stated that the balance of Village Hall bank account stood at £8,614.19 as at 19th September 2023. The following cheques were signed:

Cheques to be signed		
Payee	Subject	Amount (£)
Joanna Priestley	Cleaning items – mop bucket, broom, dustpan and brush, squeegee	23.57
Joanna Priestley	Cream cleaner and toilet rolls	3.70

23/10/4 **Budget**

CH went through the draft forecast – factoring in the new windows and the work on the holly trees and new fencing plus the usual running costs, it was predicted these costs would use up all funds. The Trustees were working very hard to promote the Hall and CH predicted the planned events would bring the balance up to £1,386 by the end of the financial year.

23/10/5 **Update on Bookings and Events**

CH reported that the table top sale was a success and the quiz on Saturday has sold out. LO stated that the line dancing event looks promising and explained that if 25 tickets were sold at £6 each, less costs of £30, this would raise a good amount for the Hall. The next quiz will be on 1st December and CH has started advertising. Four tables were booked so far. A bingo event is being planned for 19th January 2024 and hopefully more quizzes and line dancing events in the future.

23/10/6 **Choir and unpaid hire charges**

CH explained that Choir have an unpaid debt for hall hire and JP has received no response from them when chased by email. LO stated she knows a member of the

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choir as does AM. Both will make contact regarding this issue. NF to chase the unpaid debt for the football presentation.

LO/AM
NF

23/10/7 Repairs and Purchases

CH explained the bingo machine needs replacement perspex sides at a cost of £28.09 This was agreed and CH will purchase. The gutters at the Hall had been cleaned by SF and branches cleared from the side of the Hall which looks much tidier. The blinds still need to be put back up.

CH

It was agreed to purchase a notice board for the Hall and, after discussion, it was decided that the Parish Council would pay for this this with Section 137 funds as the board will display Parish Council agendas and minutes. NF to report back with a price and JP to purchase.

NF/JP

NF suggested buying new mop, urinal blocks, hand towels and soap. A maximum of £40 was suggested and NF will come back with prices. NF also reported that a new first aid kit is needed. LO suggested speaking to the defibrillator trainer about the best kit to purchase. The defibrillator and CPR training session is on 18th October at 7pm.

NF

LO

23/10/8 Caretaker/Cleaner Roles

These roles are still vacant. JP reported that she has approached a contact who has experience cleaning at another local village hall. This pay and hours were previously agreed as twice a month at £15 per hour with additional cleans when necessary. It was agreed to contact her and invite her for a meeting.

CH/NF

The question of a deposit payable by hirers was discussed. Once online banking is up and running it was agreed that a refundable deposit would be requested by all hirers. This would go the next agenda.

JP

The caretaker role was discussed. There had been no interest to date. It was suggested that NF might take on this role again. The legalities of a trustee being paid for the role were discussed and, in the absence of any documentation forbidding it and the lack of clarity from SALC, it was agreed that the trustees would be completely transparent with an official contract signed by all parties and payment of salary made by BACS into NF's account. Considering the ongoing failure to secure a caretaker and the necessity of essential maintenance and checks at the Hall, NF volunteered to take on this role and declare a pecuniary interest in this matter. The Trustees believed this would be in order, acting in good faith, and NF would leave the room if any conflicts of interest arose during meetings. TF would draft a contract for approval.

TF

Meeting Closed 8.50pm

Signed:

Date: