

# WORLINGTON VILLAGE HALL

## DRAFT Minutes of the Village Hall Charity Trustee Meeting

Thursday 1<sup>st</sup> February 2024 in the Village Hall at 8.25pm

Charity No: 208949

**Trustees present:** Chris Hall (CH) – Chair, L Osborne (LO) – Vice Chair, Tim French (TF), Nick Foster (NF) and Steve Foster (SF)

**Present:** Secretary – Joanna Priestley (JP)

ITEM		Action												
1	<b>Apologies for Absence</b> Apologies received from Edward Kerr (EK). Alan Marshall (AM) was also absent.													
2	<b>Approval of Minutes</b> The minutes of the meetings held on 7 <sup>th</sup> December 2023 were approved by the Trustees and signed by the Chairman.													
3	<b>Village Hall Accounts/Bank Reconciliation</b> JP stated that the balance of Village Hall bank account stood at £5,605.94 as at 30 <sup>th</sup> January 2024. The following payments were approved and it was agreed to set up standing orders for these payments in future: <table border="1"><thead><tr><th colspan="3">Cheques to be signed</th></tr><tr><th>Payee</th><th>Subject</th><th>Amount (£)</th></tr></thead><tbody><tr><td>Nick Foster</td><td>Caretaker's wages January 2023</td><td>60.00</td></tr><tr><td>Denise Curtis</td><td>Cleaner's wages January 2023</td><td>30.00</td></tr></tbody></table>	Cheques to be signed			Payee	Subject	Amount (£)	Nick Foster	Caretaker's wages January 2023	60.00	Denise Curtis	Cleaner's wages January 2023	30.00	
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4	<b>Petty Cash</b> CH stated that the petty cash stood at £544 in petty cash and £790 was paid in by JP. £340 was received from proceeds of the café. The bingo event did not prove lucrative but provided lots of entertainment.													
5	<b>First Aid Kit</b> LO still needs to purchase this.	LO												
6	<b>Update on Bookings</b> January was very quiet. The Cricket Club held their annual meeting in January. NF gave JP a cheque from Francercise to pay in to the bank account.													
7	<b>Future Events</b> LO will hold warm room events during half term on Wednesday 21 <sup>st</sup> , Thursday 22 <sup>nd</sup> and Friday 23 <sup>rd</sup> February and a parishioner offered to help and bring cakes. Everyone was encouraged to spread the word. The next quiz will be on 8 <sup>th</sup> March. LO to try and set up line dancing.	LO LO												
8	<b>Cleaning Charges</b> JP confirmed she had spoken to Denise who was happy to do after party cleans when necessary and was also able to put the tables and chairs away.													
9	<b>Debtors</b> JP confirmed that both debts for the choir and the football presentation were now paid. Thanks to AM for chasing these. There was some confusion as to whether the													

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Church used the Hall or the Church for their PCC meeting. NF to check this and report at the next meeting. **NF**

### 10 Piano

CH confirmed that EK and members of RAF Lakenheath were coming tomorrow (Friday) to remove the piano. **EK**

### 11 Repairs and Purchases

#### 11.1 Quotes for PAT testing and EICR Inspection

CH left the meeting, having declared a pecuniary interest on this item at the beginning of the meeting. JP provided details of the two quotes received, one from CH of £156 (plus £79.99 if a surge protection device was installed) and another from J&J Drake for £325 plus VAT, plus £1.75 per electrical item for the PAT test. JP explained she was still waiting for another electrician to meet her at the Hall and it was agreed that unless they could provide a better quote than CH, then the Trustees would ask CH to complete the works. **JP**

#### 11.2 Picket Fence

CH confirmed that JP had spoken to R H Landscapes who planned to complete these works in early spring.

Meeting Closed 8.50pm

Signed:

Date: