

# WORLINGTON VILLAGE HALL

## DRAFT Minutes of the Village Hall Charity Trustee Meeting Thursday 7<sup>th</sup> December 2023 in the Village Hall at 8pm

Charity No: 208949

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

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

**ITEM** **Action**  
**23/12/1** **Apologies for Absence**

Apologies received from Edward Kerr.

**23/12/2** **Approval of Minutes**  
The minutes of the meetings held on 5<sup>th</sup> October 2023 were approved by the Trustees and signed by the Chairman.

**23/12/3** **Village Hall Accounts/Bank Reconciliation**  
JP stated that the balance of Village Hall bank account stood at £4,306.94 as at 5<sup>th</sup> December 2023. The following cheques were signed:

Cheques to be signed		
Payee	Subject	Amount (£)
Nick Foster	Caretaker's wages November 2023	75.00
Denise Curtis	Cleaner's wages November 2023	30.00
R H Landscapes	Holly tree maintenance	420.00

**23/12/4** **Petty Cash**  
CH stated that the petty cash stood at £1,114.26 which he gave to NF to check. It was agreed to bank £900. **NF**  
**JP**

**23/12/5** **First Aid Kit**  
CH asked the Trustees if a standard kit for £16.99 or a more extensive kit with foil blankets was necessary. The former was agreed and LO will purchase this. **LO**

**23/12/6** **Update on Events**  
NF stated that a thanksgiving dinner was held at the Hall and a party who had paid for a clean up afterwards in November. CH confirmed that the quiz held on 1st December had raised £350 and had been a good evening.

NF reported that the lady who runs the exercise class is unhappy about the temperature of the Hall. NF confirmed that he switches the heating on an hour before the class but it was agreed that perhaps this is insufficient when the Hall has been empty all week. Unfortunately, as the booking is only for one hour, it does not warrant having the heating on for longer. It was agreed that for the next class booking, a Trustee will open up when they arrive, assess the heating and then lock up afterwards. NF to inform the class leader. **NF**

**23/12/7** **Upcoming Events**  
NF confirmed that a party had been booked for this Sunday and there was a potential Christmas party which was, as yet, unpaid. Beck Row would be holding their annual Christmas lunch at the Hall on 15<sup>th</sup> December as their Hub is being refurbished.

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CH explained that a bingo evening is being planned for Friday 19 January. CH said this is not a money making event but will be an event for the community. LO suggested the winter provision fund could be allocated to this event. CH advised that another quiz was planned for February or March.

AM suggested a horseracing evening which has proven popular in other local communities. Eight horses per race with bets placed on 6-8 races during the event. AM to look into this and report at the next meeting.

AM

CH asked for events to be better promoted on social media. NF and JP to do this.

NF/JP

### 23/12/8 Change to booking terms and deposits

NF asked if it was worth asking for a deposit when they usually pay upfront. After a thorough discussion of the pros and cons, it was agreed not to ask for a deposit as the Trustees do not want to deter custom.

### 23/12/9 Cleaning Charges

NF asked if Denise would be available to clean up after a party, if there was another booking afterwards, in the event that the hirer had paid for a cleaning charge on top of their booking and if she would be physically able to put away the tables. JP to check with Denise. AM asked if the current charge of £25 was enough and it was agreed to increase the cleaning charge to £35.

JP

### 23/12/10 Debtors

Choir – LO spoke to her contact who would speak to the choir leader and AM was going to see if his contact was related to the choir leader tomorrow.

AM

Football Presentation – NF reported the £16 was still owed and the contact was ignoring his emails. AM to email chairman of football club to chase payment.

AM

### 23/12/11 Piano

EK was absent from the meeting and CH reported he had not heard back from him as to when EK would take the piano to RAF Lakenheath. CH to email EK and give him a week to take it, otherwise the Trustees would dispose of the piano themselves.

CH/EK

### 23/12/12 Repairs and Purchases

NF reported that paper towels and urinal blocks were needed. The Trustees agreed that NF should purchase these as per his previous email. CH stated that the heating and water controls are not working well, one of the fire alarm call points is not working, the hand dryer in ladies was still out of order, as is the cooker extraction hood in the kitchen. Also the electrical appliances need PAT testing and the complete electrical installation needs a Periodic Inspection & Testing, for which quotations will be obtained. NF to look into these issues.

NF

Meeting Closed 9.05pm

Signed:

Date: