

# WORLINGTON PARISH COUNCIL

## Minutes of the Annual Village Hall Charity Trustee Meeting

Thursday 8<sup>th</sup> June 2023 in the Village Hall at 8.35pm

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   |
|---------|---|----------|
| 23/06/1 | <b>Apologies for Absence</b><br><br>There were no apologies.  |          |
| 23/06/2 | <b>Approval of Minutes</b><br><br>The minutes of the meeting held on 6 <sup>th</sup> April 2023 were approved and signed by the Chairman.<br><br>The minutes of the extraordinary meeting held on 9 <sup>th</sup> May 2023 were also approved and signed by the Chairman.   |          |
| 23/06/3 | <b>Village Hall Accounts/Bank Reconciliation</b><br><br>The accounts and bank reconciliation had been previously circulated to the Trustees and were approved and signed by the Chairman. The bank balance as at 19 <sup>th</sup> May 2023 was £8,273.89.   |          |
| 23/06/4 | <b>Friends of The Village Hall</b><br><br>JP explained that a parishioner had expressed an interest in helping with the Village Hall at the recent Coronation event. It was agreed that it would be a good idea to have a committee with some involvement by the Parish Council. This was to be promoted via social media and the Pump to gauge interest.   | NP       |
| 23/06/5 | <b>Cleaner/Caretaker Vacancies</b><br><br>NF and SF left the room as NF had declared an interest. CH explained that one application had been received for both roles. JP to write back and explain the roles, sending job descriptions and invite them for an informal meeting. NF and SF returned and NF agreed to draft a job description for the caretaker role. CH asked JP to continue investigations into a potential conflict of interest for Trustees to take on paid work at the Hall. | NF<br>JP |
| 23/06/6 | <b>Correspondence</b><br><br>JP read a letter received from Frances of Francercise, the weekly keep fit class held in the Hall. She wanted to express her thanks to former trustee, Paula MacKenzie, for looking after them so well when she acted as voluntary caretaker and cleaner. It was agreed that the letter should be sent to Paula.   | JP       |

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### 23/06/7 Cover of Hall Duties

CH reiterated that Paula's tenure as voluntary caretaker/cleaner was coming to an end and JP confirmed that Paula had now handed back her keys. NF asked who had access to the Cognito forms and JP stated she would clarify this and give access to NF to look after bookings until a permanent solution was found. LO confirmed she could take on some of the duties over the summer. The Trustees gave their thanks to Paula for all her hard work.

JP

LO

### 23/06/8 Upcoming Purchases

JP reported that the following purchases were needed and suggested she could purchase them via Viking which would enable the Trustees to pay by cheque:

Window squeegee, paper towels, toilet rolls, Hoover bags, cream cleaner, sanitary bin bags, mop bucket, new broom and dustpan.

JP

LO advised that the first aid kit needs replacing as all the items are out of date.

JP

### 23/06/9 Update on Bookings and Events

JP informed the Trustees that the choir returning to the Hall on Wednesday evenings from next week. A lady was also hoping to book the Hall for a psychic workshop at the end of September. LO kindly agreed to meet her at the Hall on Saturday for a viewing. It was agreed that we should go cashless and that the bank account should be set up for online banking which JP would look into.

LO

JP

### 23/06/10 Repairs

JP confirmed that Paula had advised that the left tap in ladies' cloakroom is loose and the tea urn does not heat up.

### 23/06/11 Piano

CH reported that there is a piano in the store room which belonged to a former Trustee who sadly passed away a couple of years ago. His widow has kindly suggested the Trustees should sell it if possible and any profits should be donated to the Village Hall Charitable Trust. An advert will be placed in the Pump and on Facebook.

NF/JP

Meeting Closed 9:25pm.

Signed: *Chris Hall*

Date: 5<sup>th</sup> October 2023