



Minutes are draft until approved at
the following meeting

Minutes of the Meeting of the Parish Council Acting as Sole Trustee of the Longdon, Village Hall Charity (1026177) held on Monday 6 March 2023 at Longdon Village Hall

Present: Chair Cllr Mullins, Vice-Chair Cllr Gray, Cllr Davey, Cllr Faram, Cllr Jones, Cllr Radford

Village Hall Committee: Debbie Gray, Dave Mullins (Health and Safety)

1. **Apologies:** Apologies were received from Cllr Cook, Cllr Unwin and from Elaine Bevan-Smith (Village Hall Chair) and Debbie Gray (Village Hall Treasurer).
2. **Minutes:** Consideration of the Minutes of the Sole Trustee meeting of 16 January 2023 was deferred for consideration at the next Sole Trustee meeting.
3. **Discussion and Update from the Village Hall Committee:** An update from the Chair of the Village Hall Committee (VHC) was presented by Dave Mullins and advice from the Sole Trustee was sought on a number of issues:
 - a) **New Committee Members:** Three new members were ready to join the VHC. The VHC wished to clarify whether it can appoint new members or whether these need to be agreed by the Sole Trustee. It was agreed that the VHC can appoint new members without Sole Trustee approval. The Sole Trustee thanked the VHC for verifying this;
 - b) **Events:** The 'Longdon Bash' held on 3 March been very successful. Eighty people had booked tickets and, with drink and snack sales, the proceeds were over £500. Website booking had worked very well. Future planned events in the Village Hall (VH) were a gardening talk and Q&A session (13 April) and a Coronation Picnic (8 May);
 - c) **'100 Club':** The VHC appreciated the work by Cllr Davey in setting up the Club and drafting its terms and conditions (T&Cs). Its imminent launch was announced at the Bash and QR teaser fliers put up in the VH. The Club will be operated by VHC; draft T&Cs were to be considered by the Parish Council at its 6 March meeting and will then be passed to VHC for consideration;
 - d) **Bird Boxes:** Free bird boxes obtained by the VH chair had been put up by villagers around the hall site;



- e) **Hall Maintenance and Electrical Testing:** PAT¹ testing and the 5-year electrical test in the VH had identified failed emergency lights and a quote to replace these had been requested. To improve energy efficiency, exterior bulbs had been replaced by LEDs. The streetlight by the car park is fed from the VH fuse box. It is LED but could be switched off or a timer added to switch the light off at midnight. Hall maintenance, project managed by Cllr Gray, was going very well and catching up on many years when it had not been possible to undertake this work. The Sole Trustee reported that an interim invoice for £3,676 from the contractor had been received. It will be passed to the VHC for payment. Work still to be completed included painting metal ironwork and a further window that needed urgent replacement. It was likely that the final total for the urgent maintenance work would be approximately £5,000;
- f) **Hall Decoration:** Community members had offered to help redecorate the VH interior, with one approaching organisations to request free or discounted paint. The Sole Trustee confirmed that the interior can be redecorated. The Sole Trustee is to be asked to approve the colour chosen prior to decoration;
- g) **Food Vans:** The VHC proposed to invite a monthly food van e.g. pizza, Greek, Thai, Indian street food and fish and chips, vending from the car park (5-8 pm). The vendor would donate around 10% of their profit to the VH. The opportunity would be taken at this time to use the VH seating and bar to engage the community and increase profitability. The Sole Trustee agreed that this could go ahead. It was important to ensure that local residents were aware and to gauge their reaction. One suggestion was that the ability to pre-order food for a set time may help reduce queuing; once a month may be too often but will allow the VHC to gain an understanding of which vans are popular;
- h) **Free Trees for Schools and Communities - Woodland Trust:** The VHC had identified an opportunity to apply to the Queen's Green Canopy Project that might allow a copse to be planted in a corner of the Village Green. The Sole Trustee responded positively to the potential copse on the Village Green and to possible trees and/or hedging on the boundaries of the Village Green. Cllrs from Queenhill were interested and will consider if there is any suitable land in

¹ Portable Appliance Testing - routine inspection of some types of electrical appliance to check they are safe to use



Queenhill and Holdfast. It was suggested that the VHC could seek advice from Cllr Unwin;

- i) **Office Rental:** It has not proved possible to rent the office in the VH. The VHC had identified that it could make a good space to rent as a therapy room or similar. The Sole Trustee gave approval to the VHC to speak to a rental agency. It was important to recognise the law and ethics regarding the type of usage, given the charitable status of the VH. As it was the Sole Trustee's role to ensure that the management of the VH confirmed to the requirements of the Charity Commission, the VHC was asked to confirm the type of rental with the Sole Trustee before any contract was signed. Cllr Gray reported that a desk and chair for the office had been obtained from the Vicar in return for a donation to St Mary's Longdon;
- j) **Funding Applications:** The VHC would like to start making funding applications to include new chairs and tables, a new boiler (or heat pump), VH garden, and car park lighting. The Sole Trustee agreed that the VHC could explore applications. The Sole Trustee required oversight of any terms and conditions being entered into prior to any application being submitted;
- k) **Newsletter:** The VHC would like to create an electronic newsletter that could be combined with Parish Council and Church communication. Cllr Gray reported that traffic to the community website had increased, with 100 'hits' per week. The biggest interest was for events and the link to the VH page. In discussion, other communication routes identified included WhatsApp groups in Longdon and Queenhill/Holdfast, and parish noticeboards in Longdon and Queenhill. Castlemorton Church produced a newsletter which included Longdon, Queenhill and Bushley church services. Cllr Gray mentioned that the community website had a capacity for RSS feed, through which individuals could subscribe to the types of information they wanted to receive. As items were posted to the website, they would be automatically 'pushed' to the registered individuals.

The Sole Trustee expressed its thanks to the VH Chair and the VHC for the comprehensive update.

Signed:

Date:

Chairman, Longdon Village Hall Sole Trustee