



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 16 January 2023 at Longdon Village Hall

Present: Chair Cllr Mullins, Vice-Chair Cllr Gray, Cllr Cook, Cllr Davey, Cllr Unwin

Village Hall Committee: Elaine Bevan-Smith (Chair), Jo Beswick (Retiring Booking Secretary), Debbie Gray (Treasurer Elect), Dave Mullins (Health and Safety Elect), Colin Vickery (Retiring Treasurer), Judith Hopkins-Brown (re Grounds)

1. **Apologies:** Apologies were received from Cllr Faram.
2. **Minutes:** The Minutes of the Sole Trustee meeting held on 3 October 2022 were approved as a correct record of the meeting.
3. **Update from the Village Hall Committee (VHC):** An update paper from the Chair of the VHC had been circulated. Attention was drawn to:
 - a) Support for the new committee from the outgoing committee members, which was greatly appreciated;
 - b) Productive meetings of the VHC (5/12/22) and Friends (28/11/22) had taken place. The minutes of these meetings had been circulated in the meeting papers;
 - c) Four events were planned in 2023 to build momentum;
 - d) Maintenance – the boiler lifetime was uncertain, possibly up to five years but it could fail at any time. A replacement was estimated to cost circa. £5k;
 - e) Grassy Area next to VH – Judith Hopkins-Brown introduced a proposal for a community garden which would be an outdoor space with manageable planting (including herbs), benches and BBQ space. Site drainage and septic tank would need to be considered. An indicative costing could be developed together with potential funding options;
 - f) Parking – the lack of parking available at the VH for large events was an issue. The VHC sought permission to have overspill parking on the Village Green;
 - g) Signage – signs for the VH and car park were proposed;
 - h) Publicity – A VH Facebook page was operational;
 - i) Office – This was a 'ready to let' space. An individual had shown interest prior to Christmas and this would be pursued by the VHC;
 - j) The VH Chair suggested that a representative of the Parish Council should attend VHC meetings.



4. Discussion and Updates:

a) **Village Hall Committee Membership:** Discussed earlier in the meeting;

b) **Matters Arising from the Sole Trustee (ST) Meeting of 3 October:**

1. Judith reported plans for ground clearance in February, dates would be circulated via the Village Hall WhatsApp group and would include parishioners involved in the September 2022 VH grounds clearance who had agreed to continue their involvement;
2. The Village Hall Annual General Meeting had been held on 14 November 2022 and had led to new Committee members;
3. Bank Account Transfer – To meet Charity Commission requirements, the Village Hall bank account was required to be in the name of the ST, with signatories from the ST. Cllr Mullins and Cllr Gray had agreed to serve as the ST signatories.

c) **Matters Arising from the Friends of the Village Hall Meeting (28/11/22) and Village Hall Committee Meeting (5/12/22):**

1. Health and Safety – the handover from Mark Taylor to Dave Mullins had not taken place yet;
2. Role of Parish Council in Village Hall Affairs – The interactions had been clarified;
3. Events – The VH Chair reported that a temporary events notice would be applied for to cover this year's events;
4. Car Parking – At its meeting on 9 January 2023, the Parish Council had discussed the request from the VHC to use the Village Green for overspill parking. The Parish Council did not agree to the request and the Chair outlined the reasons for this decision. The ST meeting discussed how best to use the existing outdoor space to maximise car parking. Ideas included asking residents who regularly use the car park to park on one side of the car park only, enabling 'double parking' at events. Access problems limited the possibility of using the land to the side of the VH for additional parking. The meeting unanimously agreed the proposal for a building sign and signs on the car park. The latter would include that the site was private property, set out the limits of liability, that access was not 24/7 and that vehicles parked may be 'boxed in' during large events. Dave Mullins



offered to explore wording for car park signs. Jo Beswick said that a draft design had already been completed for a building sign and she agreed to circulate this;

- d) **Maintenance of the Village Hall:** Cllr Gray reported that the planned hall maintenance works had been delayed and were likely to start in the latter part of January;
- e) **'100 Club':** Cllr Davey tabled the certificate of registration for a Village Hall 100 Club. He suggested £5 a ticket, with 50% of funds raised distributed as prizes and 50% to Village Hall funds. He suggested initially four draws over the course of a year, with tickets sold for each draw. He offered to draft rules and regulations for the 100 Club which he would pass to the Chairs of the ST and Village Hall Committee for consideration. The Chair of the ST conveyed thanks to Cllr Davey for all his effort in setting up the 100 Club;
- f) **Parish Council Website:** Cllr Gray gave an update. It was hoped the website would go live shortly. It would have a VH page that could include a room booking system at a cost of £10 per month. It was agreed that this would be beneficial and that the cost would be met by the VHC. Cllr Gray would liaise with Colin Vickery on this and would send the relevant link to Jo and Nicole. Additional functionality could be provided to enable the online sale of event tickets (charged at 40p a ticket) and the VHC would consider this further. Cllr Gray asked that parishioners submit images of the parish that could be used on the website.

5. Finance:

- a) **Accounts of Village Hall Since 31 August 2022:** Colin Vickery reported the overall balances as at 1 September 2022 and 7 December 2022. Jo Beswick agreed to circulate the current booking charges and, once confirmed for 2023, these could be published on the website. The Chair of the VHC reported that the installation of wi-fi at the VH would await evidence of demand. The meeting agreed that Katie Jobling, a qualified accountant and Friend of Village Hall, could serve as one of the VH account signatories;
- b) **Process for Submitting Village Hall Accounts to Charity Commission:** To meet Charity Commission requirements, the accounts need to be submitted



to the Charity Commission (this is also a requirement for the ST). Jo Beswick agreed to circulate the password for this to the Chair of the ST.

6. Future Meeting Schedule: The next meeting of the Parish Council Acting as ST of the Longdon Village Hall Charity was proposed as Monday 6 March 2023 at 19.30. Subsequent meetings would be every two months. Cllr Gray offered to attend future VHC meetings to provide continuity between the Parish Council and VHC.

6. Any Other Business:

a) **Annual General Meeting (AGM):** The ST proposed that a combined parish AGM should be held for 2023 that would include both Parish Council and Village Hall business (separate meetings had been held in 2022). This proposal was supported by the VHC Chair. The viability of a shared date would be explored;

b) **Post Box:** The ST proposed the purchase of locked, secure post boxes (one for the Parish Council and one for the VHC) to be installed on the front of the Village Hall as neither the Parish Council nor VHC had a registered address. This would enable the VH to be used as the registered address rather than private addresses, as at present. This proposal was supported and will be considered at the next meeting of the Parish Council.

Signed:

Date:

Chairman, Longdon Village Hall Sole Trustee