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**Meeting of Longdon, Queenhill and Holdfast Parish Council
as Sole Trustee of Longdon Village Hall (registered charity number 1026177)
at 6:30PM on Monday 3rd July 2023 at Longdon Village Hall, GL20 6AZ**

Minutes 07/2023ST

Present: Trish Mullins (Chair), Nick Radford, Kate Cook

In attendance: David Hunter-Miller (Clerk), Elaine Bevan-Smith (Village Hall Chair), David Mullins (Village Hall), Jo Beswick (Village Hall)

1. Apologies for absence: To receive apologies and to approve reasons for absence

Apologies were noted from Neil Gray, Jim Unwin and Phil Jones.

Apologies for the Village Hall were noted from Debbie Gray, Mandie Stanton and Jenny Barnes.

2. Open Session

The meeting was adjourned for the open session.

2.1. Village Hall Committee

Elaine Bevan-Smith provided a report as follows:

- Enquiries were being made with other Parish Councils and Village Halls to get ideas for possible future fundraising activities.
- The website booking system is working well for events and bookings.
- The gardening talk and Coronation Picnic were successful.
- Terms and conditions have been agreed for the 100 club and the first draw is due at the quiz night on 30th September 2023.
- A volunteer group had undertaken work to improve the planting at the entrance to the hall.
- A volunteer group was being organised to repaint some of the rooms using donated paint.
- Consideration was being given to renaming Longdon Village Hall to reflect the wider community.
- Enquiries were being made with a food van to make regular evening visits to the car park.
- A local history display was being considered for the hall
- Options for replacing the hall heating were being investigated (item 6.1)

David Mullins provided an update on maintenance and health and safety matters as follows:

- Extensive remedial work had been completed on the hall and the structure was now in much better condition.
- An electrical condition report and PAT testing had been arranged and quotes were being sought for items requiring improvement.
- A fire safety test was due to be conducted shortly.
- The leak in the disabled toilets was being managed.
- The front door lock was under review to ensure it met insurance requirements.
- Non-slip paint was due to be painted on the steps to the hall over the summer.

- There had been no health and safety incidents in the last year.
- Risk assessments had been completed for every Village Hall Committee organised event.

2.2. Public participation

No questions were received.

The meeting resumed following the open session.

3. To consider and adopt the minutes from the Sole Trustee meeting on the 16th January 2023 and 6th March 2023

It was RESOLVED to adopt the minutes as a true record and they were duly signed by the Chair.

4. Progress reports

Updates were received during the open session.

5. Finance

5.1. To review the accounts of the Village Hall

An update on the financial position of the Village Hall was circulated and considered. It was noted that the end of year balances going back several years had been corrected.

It was RESOLVED to review the full accounts on at least a quarterly basis at future Sole Trustee meetings.

5.2. To receive an update on reporting to the Charity Commission

It was RESOLVED that the Clerk would work closely with the Village Hall Treasurer to complete all outstanding Charity Commission returns.

6. Discussion and updates:

6.1. To consider issues with the boiler and possible replacement

It was noted that several options for replacing the boiler were being explored, including moving to more energy efficient infrared heating or ground/air source heat pumps. It was hoped that grant funding might be available to support improvements. Quotes would be considered at a future Sole Trustee meeting.

6.2. To consider the music licence renewal quote

It was noted that the policy had been amended to reflect Sole Trustee ownership but that this had increased the tariff significantly. It was RESOLVED to see if costs could be reduced by removing unnecessary items covered by the policy.

6.3. To consider a future meeting schedule

It was RESOLVED to hold six Sole Trustee meetings per year on alternate months.

7. Councillors' reports and items for the next agenda

The Parish Council extended their sincere thanks to the Village Hall Committee for their hard work improving the facilities and running of the hall.

It was RESOLVED to ask the Parish Council Lengthsman to cut the grassed area adjacent to the Village Hall on a regular basis.

It was RESOLVED to see if the Parish Council can receive gift aid funding in relation to the Village Hall Charity.

It was RESOLVED to add the following items to the next agenda:

- VH heating/grant application
- Finance update (regular item)

8. Date of the next meeting

The next scheduled meeting is at 6:30PM on Monday 4th September 2023.

The meeting closed at 7:28PM.



David Hunter-Miller
Clerk and RFO