



**Clerk to the Council** David Hunter-Miller, 35 Benbow Close, Malvern Wells, WR14 4JJ  
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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 4<sup>th</sup> September 2023 at Longdon Village Hall, GL20 6AZ**

### **Minutes 09/2023ST**

**Present:** Trish Mullins (Chair), Hugh Davey, Nick Radford, Phil Jones, Kate Cook

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

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

Apologies were noted from Neil Gray.

Apologies for the Village Hall were noted from Debbie Gray.

#### **2. Open Session**

*The meeting was adjourned for the open session.*

##### **2.1. Village Hall Committee**

Elaine Bevan-Smith provided a report as follows:

- The first draw of the 100 club lottery was scheduled for the quiz night on the 30<sup>th</sup> September 2023.
- A garden walkabout is scheduled for June 2024 and it was hoped that this would include a classic car show.
- A Christmas Fayre was being planned.
- A wreath making evening was being considered.
- Discussions were being held with food vendors over possible 'fast food' nights.
- A China dinner service may be sold to raise funds for the hall.

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

- Health and Safety – no incidents since last Sole Trustee meeting.
- Fire safety – inspection completed 28<sup>th</sup> July 2023. Replaced three fire extinguishers that had just expired. Confirmed failed safety lamps identified at electrical test. Two quotes to replace lamps, intent to accept lowest of £370 +VAT.
- Steps – non-slip paint purchased and will apply in the fine weather.
- Leaking taps – washers to be replaced in ladies' bathroom.
- Heating – liaison with ARC Energy Reductions regarding potential thermal heating. Quote received and to be considered under item 5.1 below.
- Risk assessment – to be completed ahead of quiz on 30<sup>th</sup> September 2023.

##### **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 3<sup>rd</sup> July 2023**

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

### **4. Progress reports**

#### **4.1. Music licence renewal**

It was noted that a revised renewal quote of £105.46 had been received, representing a significant saving on last year's licence.

### **5. Discussion and updates:**

#### **5.1. Village Hall Heating and possible associated grant applications**

Quotes and advice had been received for upgrading the heating at the village hall.

- A quote for a replacement oil boiler had been received at £4,340.00 +VAT and relocating the existing oil tank at £1,700.00 +VAT.
- It was noted that an LPG installation might be less expensive but could have higher overall running costs.
- A quote for infrared heating had been received at £13,581.63 +VAT.
- Air/ground source pumps had been investigated but were not considered suitable for the hall.

No grant funding sources had yet been identified; it was RESOLVED to approach ACRE for further advice.

It was RESOLVED to pursue additional quotes for a replacement oil boiler.

#### **5.2. To consider and review the appropriateness of the 'Sole Trustee' management arrangements and committee structure**

The Clerk discussed a number of areas where the current committee structure and financial management arrangements were not in accordance with the Parish Council's responsibilities as Sole Trustee. It was noted that this was not a reflection on the Village Hall committee and Treasurer who were doing a fantastic job running the hall and arranging events.

It was RESOLVED to review whether the Sole Trusteeship is still the best fit for running the hall or whether a different form of trusteeship would be more appropriate; a meeting with ACRE would be arranged to review the options.

### **6. Finance**

#### **6.1. To review the accounts of the Village Hall**

An interim update on the Village Hall finances was received as follows:

- The yearend balance 22/23 will be significantly less than at yearend 21/22.
- The VH funds were boosted significantly by £10,000 in May 2020 because of a Covid grant. Very little of this was used in previous years.
- Post Covid several maintenance issues became apparent and are in the process of being/have been rectified, which is costly.
- One-off hall improvement works, fire testing, PAT testing etc. have cost more than £5,000.
- Rising energy bills have had an increased impact on expenditure. Remedial action has been taken to reduce both electricity standing charge and tariff. This should result in electricity costs being approximately 40% lower in 23/24 based on this year's consumption. However, oil costs remain a challenge and alternative long-term options are currently being explored.
- The full report will attempt to predict a target income to keep the hall viable based on the previous year's regular income and expenditure.

## **6.2. To receive an update on Charity Commission online access and Annual Return submissions**

It was noted that the Clerk had obtained new login credentials for the Charity Commission online services and had completed and submitted all outstanding Annual Returns.

## **7. Councillors' reports and items for the next agenda**

It was RESOLVED to add the following items to a future agenda:

- Review of Sole Trustee management arrangements
- Letter box purchase (obtain cost ahead of next meeting)
- VAT advice
- Village Hall Annual General Meeting arrangements (possibly to coincide with the Parish Council's Annual Parish Meeting)

## **8. Date of the next meeting**

The next scheduled Sole Trustee meeting is at 6:30PM on Monday 6th November 2023.

*The meeting closed at 7:35PM.*

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Signed by Chairman:

Dated:

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David Hunter-Miller  
Clerk and RFO