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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 4th March 2024 at Longdon Village Hall, GL20 6AZ**

Minutes 03/2024ST

Present: Trish Mullins (Chair), Nick Radford, Jim Unwin, Neil Gray, Phil Jones, Kate Cook

In attendance: David Hunter-Miller (Clerk), Dave Mullins (Village Hall Committee), Debbie Gray (Village Hall Committee)

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

Apologies from Hugh Davey were noted.

2. Declarations of personal and prejudicial interest

- 2.1. Register of Interests: With reference to items on the agenda councillors are reminded of their responsibility to declare interests and to update their register of interests as required.**

Noted.

- 2.2. Disclosable Pecuniary Interests: To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.**

Nil declared.

- 2.3. Other Interests: To declare any Other Registerable Interests or Non-Registerable Interests in items on the agenda and their nature.**

Nil declared.

- 2.4. Dispensations: To consider any written dispensations from councillors who have declared an interest but wish to stay in the meeting during that time to aid discussion / speak / vote.**

Nil received.

3. Open Session

The meeting was adjourned for the open session.

3.1. Village Hall Committee

A report was received as follows:

- *It had been a very positive two months since last meeting.*
- *Debbie has brought in two new weekly bookings – self defence and kung fu (started January) and tai chi (started February).*
- *Two excellent and well attended events – Valentine's Candle and Wax Melt (privately organised) and Birdlife of Longdon.*
- *The retiring Vicar has donated three bookcases, a filing cabinet and two Go Pack tables and Andy Young two gazebos.*
- *Painting – we propose to paint entrances, kitchen, meeting room and toilets this year, in the main using paint that has been donated by local companies. We will seek Sole Trustee approval to colours (timing wise, this may need to be by discussion through the Clerk).*
- *One health and safety issue in the period. An individual booked the hall for a party. We received a report after the event that smoke had been seen from a 'faulty and damaged' electric piano in the*

meeting room. This had been moved and plugged in by someone at the event. The item had been PAT tested in March 2023 but won't have been used in years. There was no visible damage to the organ, it may have been accumulated dust. The organ has been moved to a locked room whilst a decision over its future is taken. The lesson for us is to not leave any item in the hall that is not to be used.

The following major events are planned for 2024:

- Quiz – Friday 19th April
- Heritage Day – Saturday 13th July
- Bingo – Saturday 21st September
- Christmas Fayre – Saturday 30th November

It was hoped that these would be interspersed with further talks of interest to the community.

3.2. Public participation

No questions were received.

The meeting resumed following the open session.

4. To consider and adopt the minutes from the Sole Trustee meeting on the 8th January 2024

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

5. Progress reports

5.1. Boiler and oil tank replacement

It was noted that the new boiler was installed and operational and the existing oil tank had been relocated to its new location. Thanks were extended to the Parish Council for providing financial support. Local Giving (grant providers), required pictures and a quotation for their end of grant report, it was RESOLVED to approve the following wording:

The Longdon Village Hall Committee greatly appreciates the generous grant provided by National Grid which has enabled the installation of a new, energy efficient boiler. We expect that this will reduce our heating costs, a reduction that will enable us to maintain the hall at a warmer temperature. This will provide much greater comfort to the users of the hall and enable us to offer a 'warm space' to our community.

5.2. Fencing repairs

It was noted that car park fencing repairs had been undertaken by the Parish Council.

5.3. Building Energy Efficiency Audit

It was noted that the application to the Government Department of Culture Media and Sport's Energy Efficiency Scheme operated by Groundwork UK had been successful; once the report had been received it may be possible to apply for a capital grant from the scheme to implement some of the changes identified.

5.4. 100 Club Lottery

It was RESOLVED to revise the 100 Club rules to remove the limit on ticket availability per household (previously two tickets per household).

It was RESOLVED to keep to four draws per year until the impact of increasing ticket availability per household could be assessed.

5.5. Free portrait of His Majesty King Charles III

It was noted that the Clerk had submitted an application for the free portrait.

5.6. Projection screen purchase (£90.00)

It was noted that a second-hand projection screen had been purchased.

It was RESOLVED to review possible grant funding opportunities for A/V equipment.

6. Matters for discussion or decision

6.1. To consider and adopt an updated Sole Trustee Governing Document to be submitted to the Charity Commission

It was unanimously RESOLVED to use statutory powers to adopt an updated Sole Trustee Governing Document and this was duly signed by the Chair, Vice-Chair and witnessed by the Clerk. The document would be submitted to the Charity Commission.

6.2. To consider Wi-Fi provision and quotes for installation

Various options and quotes were considered for broadband provision at the village hall. It was considered that a lower speed package would be sufficient and that a 4G backup service would not be required.

It was RESOLVED to pursue a Wi-Fi installation at the village hall and to obtain further quotes via comparison websites.

It was RESOLVED to apply to the Parish Council for grant funding towards Wi-Fi provision.

6.3. To consider the replacement/repair of external locks

A report was considered on the suitability of the current locks/doors in respect of compliance with insurance requirements and fire regulations.

It was RESOLVED to pursue additional quotes for the installation of replacement hardware and also quotes for replacement doors/hardware.

It was RESOLVED to seek the advice of the village hall insurers.

It was RESOLVED to review the availability of grant funding (ACRE).

6.4. To consider arrangements for the Village Hall Annual General Meeting

Noting that an AGM had been held 20th November 2023, it was RESOLVED to defer the next AGM until April 2025.

6.5. To review village hall capacity limits

It was RESOLVED to undertake a review of village hall capacity limits (currently identified at 80 for the main hall and 20 for the meeting room).

7. Finance

7.1. To consider and approve bank mandate forms to add the Clerk as a limited-power signatory and to remove all ex-committee members as signatories to the village hall bank account

It was RESOLVED to approve the online form to add the Clerk as a signatory to the bank account.

A review of all existing signatories would be considered at a future meeting.

7.2. To receive an update on the village hall accounts

The following report for Q1 and Q2 of financial year 23/24 was received:

- *The current balance as of 29.02.24 is £13,423.60 held in the VH accounts, (a screenshot of the latest statement will be supplied to the LQHPC Clerk), plus £48.37 held in petty cash.*
- *The financial position at the end of Q2 2023/24 includes grants totalling £6,000.00 towards installation of the new boiler. This amount is fully committed for that purpose.*
- *With the grants removed the current position as of 29.02.24 is £7,471.97 which comprises £7,423.60 held in the VH account and £48.37 held in petty cash.*
- *With the grant excluded income for the period has been £4,575.67. Expenditure for the period has been £4,270.51.*

- *There are Q2 invoices to be paid from regular hall users outstanding, totalling £445.00.*
- *Regular income will be boosted by new hall hire for weekly Tai Chi classes which commenced 07.02.24. However, we will be losing regular income from the dementia café which folded in February 2024 due to lack of support (approx. £210.00/annum). If it is sustained, Tai Chi income will cover this loss.*
- *The trajectory planning has commenced, and an example can be seen attached. Early forecasts show regular income just covers regular expenditure. The events held plus 100 club are a vital contribution to this breakeven position.*
- *Any unplanned expenditure, e.g. replacement doors will require to be pulled from reserves.*
- *Until further detailed work has been done it is suggested the hall accounts should retain a reserve amount of £5000.00*

7.3. To consider the internal audit report

The internal audit report was considered and the minor recommendations would be implemented.

7.4. To undertake a review of the village hall financial reserves

An update was received during item 7.2.

8. Councillors' reports and items for the next agenda

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

- Update on replacement door locks and fittings
- Update on Wi-Fi provision
- Consideration of A/V equipment and grant funding

9. Date of the next meeting

The next scheduled Sole Trustee meeting is at 6:30PM on Monday 13th May 2024.

The meeting closed at 7:30PM

Signed by Chairman:

Dated:



David Hunter-Miller
Clerk and RFO