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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 8th January 2024 at Longdon Village Hall, GL20 6AZ**

Minutes 01/2024ST

Present: Trish Mullins (Chair), Neil Gray, Hugh Davey, Kate Cook, Nick Radford

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 were noted from Jim Unwin and Phil Jones.

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

The following report was received:

- *Very positive two months since last meeting, apart from Elaine Bevan-Smith stepping down as Chair of Hall Committee, due to changed work commitments.*
- *Like to record our appreciation to Elaine for stepping in to re-energise the Hall Committee, create the Friends and bring many new ideas and activities.*
- *Two excellent and well attended events – Quiz Evening and Christmas Fayre – both new activities, very well received and significant fund raisers - £1,068.*
- *Christmas Wreath Making event organised by villager (hall rented) – enjoyed by all.*
- *New regular activity brought in by Debbie Gray – now a weekly self-defence booking and Tai Chi planned for February.*
- *2nd Hundred Club draw made on 23rd December. Very good to have this regular income generator - £202 so far – many thanks to Hugh Davey for instigating.*
- *No health and safety issues in period.*
- *Village Hall greatly appreciates grant of £1,000 made by Parish Council to enable oil tank to be moved.*

- *Village Hall greatly appreciates purchase of post box by Parish Council. Roy Tombs has kindly installed and Post Office has been notified.*

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 11th December 2023

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

5. To consider the minutes from the Sole Trustee meeting on the 6th November 2023

The minutes were noted.

6. Progress reports

6.1. Meeting with ACRE

An update was received regarding a recent meeting with Action with Communities in Rural England (ACRE); several suggestions for improving governance procedures were proposed and these would be reviewed at future meetings.

6.2. Boiler replacement and oil tank relocation

The following update was received:

- *Quattro has confirmed that they will honour the price in quotation for boiler and tank move made in September. The new boiler has been ordered (securing cost prior to increase driven by new Govt green tax). Quattro will undertake a site visit in January to review installation. Will ask for knowledgeable colleagues in village to join meeting.*
- *Been in contact with Local Giving that administers the National Grid grant. They agree that our community quote and photograph can be generated when Guy visits in January.*

It was RESOLVED to make enquiries to ascertain how much disruption would be caused by the installation and if it would impact hall bookings.

6.3. Bank signatory arrangements

It was RESOLVED to prepare the bank mandate forms to add the Clerk as a limited-power signatory to the village hall bank account.

It was RESOLVED to remove all previous hall committee members as signatories to the bank account.

7. Matters for discussion or decision

7.1. To consider an updated Sole Trustee governing document

The Clerk circulated a proposed draft constitution for the Village Hall Sole Trustees. A number of suggestions were received for refining the document, including (but not limited to):

- Increase Village Hall Committee delegated spending limit from £250.00 to £500.00
- Reduce the number of councillors and volunteers required to make up the Village Hall Committee
- Align financial years with the Parish Council (1st April to 31st March)
- Review appointments from external bodies

It was RESOLVED to collate all suggestions for amending the document between meetings, with a view to adopting a final version of the constitution at the March Sole Trustee meeting.

7.2. To consider repairs to the village hall perimeter fencing

It was RESOLVED to obtain a quote for the repair work from Guy Ridley, who was already booked to repair the nearby play area fencing.

7.3. To consider building insulation and grant funding opportunities

The following update was received:

The Clerk kindly alerted us to a DCMS Energy Efficiency Scheme operated by Groundwork UK. It funds initial energy efficiency audits and, subject to this, potential capital grants for installation of energy saving measures. Deadlines for capital phase – April and July. We have drafted a proposal for the audit phase (many thanks for financial and energy usage input from Debbie Gray). The Clerk has kindly looked at this and is positive about a submission. It does not require any financial or other commitment by the Sole Trustee.

It was RESOLVED to use the latest draft village hall constitution for the grant submission.

7.4. To consider Wi-Fi provision and grant funding opportunities

It was noted that the Clerk had been unable to identify a grant funding scheme to support the installation of Wi-Fi at the village hall. It was RESOLVED that the Village Hall Committee would investigate costs for the next meeting.

8. Finance

8.1. To consider delegated authority arrangements in respect of the village hall

It was RESOLVED that the Village Hall Committee delegated authority limit would be set at £500.00 and this would be written into the Sole Trustee constitution accordingly.

It was noted that the Clerk's delegated authority limit is £1500.00 and this could be utilised between meetings where appropriate. For exceptional expenditure, or for invoices in excess of £1500.00, an extraordinary Sole Trustee meeting could be arranged.

8.2. To receive an update on the village hall accounts

An update was received as follows:

Balance on 31/08/23 - £7118.44

Balance on 31/12/23 - £12824.35. (includes the £5k grant for the boiler and is therefore not a true representation)

Balance with grant removed - £7824.35.

The sources of income during this period, outside of regular hall hire income, have been fund raising events:

- *Garden talk £65.14*
- *Quiz £432.15*
- *Christmas Fayre £637.67*
- *100 club (2 draws) £213.56*

Regular users are invoiced quarterly with invoices sent for the period Sept-Dec 2023. There are 2 outstanding payments to the value of £105.00.

The expenditure items unrelated to the above have been:

- *Oil £419.74*
- *Music license £105.46*
- *Electricity £157.41*
- *Fire updating £444.00*

9. Councillors' reports and items for the next agenda

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

- Adoption of updated Sole Trustee constitution
- Fencing repair quotes
- Update on building insulation and grant funding
- Wi-Fi installation quotes
- Review of village hall reserves

10. Date of the next meeting

The next scheduled meeting is at 6:30PM on Monday 4th March 2024.

The meeting closed at 7:25PM.

Signed by Chairman:

Dated:



David Hunter-Miller
Clerk and RFO