



Clerk to the Council David Hunter-Miller, 35 Benbow Close, Malvern Wells, WR14 4JJ
Email clerk@lqhworcs-parish.org.uk **Tel** 07513 122918 **Website** lqhworcs-parish.org.uk

**Meeting of Longdon, Queenhill and Holdfast Parish Council
as Sole Trustee of Longdon Village Hall (registered charity number 1026177)
at 6:30PM on Monday 13th May 2024 at Longdon Village Hall, GL20 6AZ**

Minutes 05/2024ST

Present: Trish Mullins (Chair), Neil Gray, Hugh Davey, Phil Jones, Kate Cook, Nick Radford, Carl Taylor-Hall (from 6:52PM)

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

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

Apologies were noted from Jim Unwin.

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 update was received:

- *No health and safety issues in the two months since last meeting.*
- *Each week the hall provides access to classes in: fitness club and yoga; tai chi; self-defence/ kung fu; pilates and keep fit. New series of meditation sessions secured by Debbie. Additional bookings have included church, parish council, district council and private events.*
- *Two excellent and well attended events – Easter Wreath Workshop (privately organised) and Spring Quiz Night.*
- *Update meeting of four individuals held on 24th April – Mandy Stanton has kindly brought three local Craft, Gifts and Food Fayre events to the village in June, Sept and Oct. These bring additional activities to our village together with a hall hire fee.*
- *Heritage Day planned for 13th July and pre-booking of stalls for Village Christmas Fayre underway.*

- *Boiler and Oil Tank – Installation completed and operational. Monitoring report (final) to be submitted to Local Giving. The financial support of the Sole Trustee to oil tank relocation is greatly appreciated. Quattro (installer) kindly agreed to service boiler gratis (a small sponsorship sign to be installed under controller).*
- *PAT Testing - Andy Young (a qualified tester) kindly tested electrical items for free on 4th April, saving several hundred pounds.*
- *A group of people supporting the hall have kindly removed fencing at the old tank location, cleared blocked gutters and downpipe and cut grass.*
- *Fire Safety – After a concern caused by a quoting locksmith suggesting the need for push bar doors to comply with fire safety we sought advice from Community First. Documents relating to hall fire safety were considered and we inspected the property. We discussed with a second locksmith. We consider, that with some revisions to operational procedures and signage, we are compliant (discussed further under items 6.1).*

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 4th March 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. Building Energy Efficiency Audit

The following update was received:

- *Building Energy Efficiency Audit – the auditor funded by DCMS inspected on 6th March. His report has been shared with Chair and Clerk. It recommended: insulation to inside of roof, electric heating in meeting room, LED lights to replace florescent tubes, pipe installation, radiator shelves and switch off notes. Unfortunately, due to the installation of the new boiler we no longer have a heating benchmark and are precluded from bidding for funding for heating.*
- *On lighting - The ideal would be to replace all T8 tube lamp fittings with LED fittings. However, this would prove expensive, and have a payback period in excess of three years. The report stated to retain the fittings where safe and replace the lamps with LED 'drop-in' replacements at a project cost around £500.00.*
- *Sole Trustee approval is sought to apply to DCMS for a capital grant to upgrade the lighting.*

It was RESOLVED to apply to DCMS for a grant to upgrade the lighting to LED.

5.2. Sole Trustee Governing Document

It was noted that the Charity Commission had accepted the new Sole Trustee Governing Document and a copy would be uploaded to the online portal alongside a signed copy of the relevant minutes.

5.3. Wi-Fi provision

The following report was received:

- *A two-year contract had been taken with Vodafone at £25.00 per month (plus VAT), discounted to £12.50 for twelve months.*
- *The system became operational on 25th March.*
- *It is specified for up to thirty concurrent typical hall users with minimum speed of 68 Mbps.*

5.4. Village Hall insurance

It was noted that the village hall insurance expires 14/05/24 and the renewal price had increased significantly due to an error on the policy schedule relating to the type of building construction.

It was RESOLVED to settle the invoice to ensure continuity of cover, but to challenge the cost increase during the statutory 14-day cooling off period.

6. Matters for discussion or decision

6.1. To consider the replacement/repair of external locks

The following report was received:

- *As raised in the last Sole Trustee, the hall is not compliant with the security requirements of the insurance.*
- *External locks require replacing (BS standard cylinders, thrust plates and hinge bolts).*
- *Two quotes - £820.00 (brought to last Sole Trustee) and £505.00 (attached). The latter quote itemised the cost of components plus labour and was considered realistic. A third quote was not received despite logging the job on MyJobQuote.*
- *The £505.00 quotation has been shared with the Clerk. The Village Hall is minded to accept this and procure the work.*
- *In parallel, we plan to update fire safety through hold back devices on some internal doors (circa £120.00 - villagers can install these), turn-key to exit signs, briefing to regular hall users and ideally a tick box compliance on website for other hirers.*
- *The assistance of Andy Young in assessing fire safety / security is greatly appreciated.*
- *The Parish Council is invited to consider making a financial contribution to this unexpected spend to replace building security items, enabling the Village Hall to focus on ensuring operational revenues and reserves (item 7.2 finance refers).*

It was RESOLVED to accept the quote of £505.00 for the replacement locks and up to £120.00 to cover the purchase costs of hold back devices for internal doors.

It was RESOLVED to ask the parish council for a contribution towards the replacement locks and fitting costs.

6.2. To consider the VH governance structure/meetings

Clarification was sought on whether the Village Hall Committee had sufficient membership. It was noted that additional membership, including parish councillors, would be desirable.

6.3. To consider the provision of A/V equipment and to review available grant funding

It was RESOLVED to defer discussions until a future meeting.

7. Finance

7.1. To note submission of the Charity Commission annual return

It was noted that the Charity Commission annual return had been completed and submitted successfully.

7.2. To receive an update on the village hall accounts

The following report was received:

Finance report for Sole Trustees meeting 13/05/24

The previous report covered Q1 and Q2 up to and including 29/02/24. This report runs from 01/03/24 to 08/05/24 as Q3 is not yet complete.

Balance as of 08/05/24 is £7818.11 held in the VH accounts and £48.37 held in petty cash.

Expenditure

Expenditure for the aforementioned period = £8815.50

The above figure includes installation of the boiler. The boiler cost £7428.0

Other expenditure of note has been oil (550.86) and water (£319.48). A more detailed breakdown can be provided on request.

Additionally the clerk now has access to online banking so can view statements and support authorisations adding a further layer of governance.

Income

Income = £3210.01

The above figure includes VAT reimbursement, which has meant together with grants of £5k, sourced externally and £1k from the Parish Council the installation of the boiler has been cost neutral to the VH accounts.

Income also includes profits from the quiz (£249.57), 100 club (£117.16), hire of hall for elections (£240.0) plus people paying for hall hire and pre booking stalls for the Christmas Fair.

Q3 invoices have not yet been sent and this will result in additional income of £540.

Maintenance of reserves

It was recommended and agreed at the last Sole Trustees meeting that we would aim to hold £5k reserves.

There are two potential upcoming items of significance

Lock replacement circa £600.

Insurance - this is due 15/05/24 and the premium is currently under negotiation and quotes range from circa £900 to £1900. If there is no further significant call on the account the hall should be just above its reserve level taking the worst case insurance scenario.

8. Councillors' reports and items for the next agenda

It was noted that a recent hall-hirer had not settled their account despite a number of reminders and it was RESOLVED that the Parish Council could issue a formal 'final notice' if required.

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

- Grass cutting
- A/V equipment

9. Date of the next meeting

The next scheduled meeting is at 6:30PM on Monday 1st July 2024.

The meeting closed at 7:30PM.

Signed by Chairman:

Dated:



David Hunter-Miller
Clerk and RFO