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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 1st July 2024 at Longdon Village Hall, GL20 6AZ**

Minutes 07/2024ST

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

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 Hugh Davey and Carl Taylor-Hall.

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:

- *No health and safety issues in the two months since last meeting.*
- *Each month twenty-five classes available to community.*
- *Privately organised candle workshops in June and July.*
- *Heritage Afternoon on 13th July – BBQ, series of talks by previous local resident who is kindly sharing a wealth of research that he has done, display boards and tables of village information. Great support from team of helpers on the day from the wider group of friends of Hall.*
- *Bingo night on 21st September, kindly being organised by Debbie Gray.*
- *Financial benefit of elections held in May and July.*
- *Debbie Gray arranged hire of tables, crockery, glasses etc to local resident – service plus additional income stream.*
- *Building*
 - *Boiler – Monitoring report (final) to Local Giving nearly completed – energy costs (estimate and actual) to be added.*
 - *Fire Safety – Annual inspection and test of devices scheduled for 5th July.*

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 13th May 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 report was received:

- *Last meeting Sole Trustee resolved to apply for DCMS capital funding following the energy efficiency audit.*
- *We have been invited to make a capital bid by DCMS, these are now on a rolling basis (not a deadline).*
- *On 1st July – met with organisation evaluating DCMS scheme as invited case study to inform evaluation (not attributed).*
- *On 8th July – meet with Energy Sharp Support. This organisation advises applicants to the capital funding scheme. Plan to challenge the view that we cannot apply for roof installation due to no energy benchmark.*
- *After this will make capital application either for all items identified by assessor or just the LED lighting and minor items (pipe installation, radiator shelves and switch off notes).*

5.2. Village Hall insurance

It was noted that the insurance had been renewed following the successful negotiation for a reduced premium.

5.3. Replacement/repair of external locks

The following report was received:

- *Last meeting resolved to accept the quotation of £505 for replacement locks.*
- *The replacement locks were installed on 3rd June and invoice paid.*

6. Matters for discussion or decision

6.1. To consider grass cutting arrangements

It was confirmed that the parish council had made arrangements for the grass cutting at the village hall to be undertaken as part of their wider grass cutting contract; the grass would be cut approximately once every two weeks from 1st April to 31st October as required (or approximately 16 cuts annually).

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

Options for provision of A/V equipment were considered; it was suggested that a large TV might be a better solution than a projector and screen and further research would be undertaken for the next meeting.

7. Finance

7.1. To receive an update on the village hall accounts

The following report was received:

The previous report dated 08/05/24 and presented at the Sole Trustees meeting of 13/05/24 covered the period 01/03/24 to 08/05/24. The report below covers period 09/05/24 to 25/06/24 and includes regular user payments for Q3 of this financial year.

Current balance

Balance as of 25/06/24 = £6913.33 held in LVH accounts plus £48.37 held in petty cash.*

Expenditure

Expenditure for the aforementioned period = £1873.78

Expenditure of note is:

Replacement of LVH locks =£ 505.12

Electric =£173.80
Insurance =£1066.58

Income

Income for the aforementioned period =£969.00

Income of note is:

Q3 invoices payment =£315.00

Hire of equipment =£176.50 (note £100* refundable deposit in addition to this)

Pending

Invoices sent but not yet settled =£380.00

Election hire

Summary

For this period expenditure has exceeded income mainly due to the lock replacement and yearly insurance payment. The regular user and election payments outstanding plus LQHPC grant will cover the deficit so the accounts continue to maintain the 5k reserves agreed plus a 2k "cushion".

7.2. To consider altering the accounting year to the 1st April to 31st March (to run parallel to Parish Council)

It was RESOLVED to change the financial year for the village hall to run from the 1st April to the 31st March each year. The Clerk would make the necessary arrangements with the Charity Commission following the conclusion of the current year's accounts on the 31st August 2024.

8. Councillors' reports and items for the next agenda

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

- A/V equipment and funding (TV)

9. Date of the next meeting

The next scheduled meeting is at 6:30PM on Monday 2nd September 2024.

The meeting closed at 6:56PM.

Signed by Chairman:

Dated:



David Hunter-Miller
Clerk and RFO