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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 21st October 2024 at Longdon Village Hall, GL20 6AZ**

Minutes 10/2024ST

Present: Trish Mullins (Chair), Nick Radford, Phil Jones, Neil Gray, Kate Cook, Hugh Davey (from 7:18PM)
In attendance: David Hunter-Miller (Clerk), Dave Mullins (Village Hall Committee), Debbie Gray (Village Hall Committee), Katie Jobling (Village Hall Committee)

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

Apologies were noted from Carl Taylor-Hall and 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 noted:

- *No health and safety issues in the three months since last meeting*
- *Fire Safety Service and Test took place on 8th July 2024*
- *One failed fire safety lamp replaced on 29th July 2024*
- *The replacement building locks installed on 3rd June had become stiff to operate. The contactor returned to free up the locks, at no cost and these are now operating well.*
- *Each month twenty-five classes available to community*
- *Heritage Afternoon on 13th July – very well attended event with full Hall of attendees, many bringing display items. Engaged many that had not been in the Hall for a good while and some that had moved away. Excellent talks by previous local resident David Watkins who kindly shared a wealth of research that he has done. Displays were viewed again by additional attendees on 14th July.*
- *Private booked events in August and September*
- *Craft Fayre as part of local series on 7th September*

- *Village Pub Quiz on 18th October – 50 plus attendees for excellent quiz kindly compared by Gareth from the Hunter's Inn. This replaced considered Bingo Night which was not pursued due to licencing and other complications.*
- *The Hunter's Inn expressed an interest in working with local charities in future including the village hall.*
- *Christmas Craft Fayre on 1st December - all tables to be purchased by local crafters have been sold.*
- *Debbie kindly managing the hire of tables, crockery, glasses etc to local resident – which is providing a service plus additional income stream.*
- *Boiler – Monitoring report for National Grid funding has been submitted to Local Giving – no response received.*
- *Grass – Good news that the Parish Council's contractor has been cutting this. The support of the Sole Trustee in providing this service is greatly appreciated.*

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 1st July 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 noted:

- *Sole Trustee resolved to apply for DCMS capital funding following the energy efficiency audit.*
- *On 8th July – met with Energy Sharp Support. This organisation advised applicants to the capital funding scheme.*
 - *The upshot of the discussion was that we were unable to make a capital application:*
 - *The suggested insulation to the roof was not eligible as the boiler replacement nullified the heating benchmark that we had established.*
- *Quotation obtained for the suggested LED lighting, this was £995 + VAT. Informed that the DCMS scheme has a minimum £2,000 application threshold.*
- *The Clerk has identified a Net Zero Worcestershire grant funded programme that could provide up to 75% of project costs based on carbon savings.*
- *Initial discussion with the Project Support Officer at Worcestershire County Council has clarified that eligible costs under the programme include insulation and LED lighting.*
- *The first step is a desktop decarbonisation review – this has been requested.*
- *A new round of Community Matters Fuel Poverty (National Grid) has been announced. This is another possibility to pursue.*

5.2. Music licence

It was noted that PPLPRS had not issued an invoice for the music licence, despite repeated requests from the Clerk. It was noted that a balance of £110.72 was outstanding and this would be settled as soon as an invoice was received.

5.3. Lottery registration

It was noted that the registration contact details have been updated and the latest invoice from Malvern Hills District Council had been settled by the Village Hall Committee.

6. Matters for discussion or decision

6.1. To consider the provision of A/V equipment (TV)

The following report was noted:

- *The initial demand is to enable slide shows by speakers. We already have a projection screen.*
- *Projectors look to range from £70 - 500 with and without sound.*
- *Large screen TV is an alternative – 65" TV look to be around £500 (LG). Larger screens up to 75" increase price.*
- *If a TV is chosen:*

- *It opens up potential to screen films and have shared gatherings at events, this though would require a TV licence at a £170 per annum cost.*
- *It may need to be mounted on a movable platform to enable it to be locked away in the Office store.*

It was RESOLVED that a TV would be the most appropriate AV solution and further enquiries and quotes would be prepared accordingly.

6.2. To consider difficulties with availability of parking

The following report was noted:

- *The last couple of years we have been able to manage the parking outside the Hall, requesting local residents to move their cars when we have events. Many do move cars when requested; there are some that don't.*
- *The number of resident cars parked outside the Hall has increased further and recently we have received complaints from the organisers of two regular activities/meetings. These suggest that only four of the parking spaces were free. Despite requests, the car park was already half full of cars prior to the recent Quiz Night.*

It was RESOLVED to seek specialist advice and make further enquiries regarding any private parking rights that may exist on the car park.

It was RESOLVED to explore the insurance implications of residents using the car park.

It was RESOLVED to circulate a letter drop to residents advising of the parking difficulties and asking for additional consideration.

6.3. To consider car park weed spraying

The following report was noted:

- *We have an ongoing battle to remove weeds from the car park.*
- *It is suggested to apply weedkiller. Possible concerns from residents could include - applying in spaces open to the public; chemical versus natural weedkillers; pet management.*
- *If weedkiller is applied, it may be best done professionally by the Lengthsman or another contractor rather than by Hall volunteers.*

It was RESOLVED that weedkiller would not be pursued; alternative methods for controlling the weeds would be explored (such a weed burner).

6.4. To consider painting and decorating

The following report was noted:

- *Hall volunteers kindly obtained free paint from local traders.*
- *We would like to have a day in the Autumn where we invite local residents to help us paint some of the single-story areas of the Hall.*
- *We have a mix of different colours provided, so some thought is needed to the best combination of these.*

It was RESOLVED that the Village Hall Committee could make decisions with regard to the painting colours and other minor decorating choices.

6.5. To review updates to the website

It was noted that several updates had already been made to the website and a fire policy would be reviewed and added to the website shortly.

7. Finance

7.1. To receive an update on the village hall accounts

The following report was noted:

General Update

Online banking now has 3 signatories with 2 required to authorise outgoing payments. Only 1 cheque was written in this financial year, therefore, online banking is providing a more accessible option and provides an instant view of the account on a daily basis. Katie Jobling has offered to be a 4th signatory to ensure a more robust response to signing off payments.

The cash float remains the same as 22/23 (£48.37) and is accounted for in the report below. The cash book spreadsheet has been maintained.

The accounts were formally audited for 22/23 and the same individual who is a Longdon resident has offered to complete the audit again this year.

Financial report narrative 2023/2024

Bank balance as of year-end 23/24 = £7,582.81, in comparison to 22/23 year end of £7,118.44.

Longdon Village Hall accounts are showing a favourable position: a surplus of £464.37 was made during 23/24. In addition there was still debtors income of £627.50 outstanding at financial year end plus one expenditure item of £112.50 at the end of quarter 4.

Expenditure 2023/24

Total expenditure as of 31/08/24 = £14,834.67.

Main items incurring an expense were;

Replacement boiler - £7,248.00

Replacement locks to ensure compliance with insurance requirements - £505.12

Please note the expenditure for the above 2 items was substantially offset by a 5k grant from Local Giving and a £1,528.28 grant from Longdon, Queenhill and Holdfast Parish Council which was much appreciated.

Other expenditure of Note

Electricity £808.35

Oil £1,343.09

Water £319.48

Insurance £1066.58

Health and Safety £737.05

Cleaning £1,072.53

Please note the payment for the music license should have occurred in this financial year, however obtaining an invoice is still a work in progress!

Income 2023/24

The main 2 sources of regular income for the hall remain hall hire, especially regular users, and events.

Regular user income has remained constant at £2,871.

Ad hoc hall hire has also increased from £390 to £495.

Recommend reviewing hiring rates and increase wef 1st January 2025 if required.

Hire of equipment as a one off also brought in £176.50 and should be something to consider promoting in the future. 6 events have been organised by the Village Hall Committee and friends, in this financial year which raised a total £1,978.01 net profit.

The 100 club has also contributed income of £391.85.

In addition, reclaimed VAT of £1,469.91, which was kindly facilitated by the LQHPC clerk, also contributed significantly to income overall and enabled boiler and lock replacement costs to be covered in full. The July election provided income of £240.00

Summary

With the welcome support of LQHPC and an external grant, the Village Hall accounts are in a stable financial position at year end. It should be noted that going forward, this position is largely reliant on continuing the level of regular user income at a level which exceeds increasing operational costs. When reviewing spend next year, maintaining and improving the hall environment to attract or retain regular users needs to be a key priority.

It is the intention to bring the VH financial year reporting in line with LQHPC therefore the next reporting period will run 01/09/24 to 31/03/25.

7.2. To consider and approve the 2023-24 end of year accounts and bank reconciliation

It was RESOLVED to approve the end of the year accounts and bank reconciliation.

It was RESOLVED to wait until the internal audit had concluded before changing the financial reporting year.

The parish council extended sincere thanks to Debbie Gray and Katie Jobling for their work on the village hall accounts.

7.3. To consider additional bank account signatories

It was RESOLVED to add Katie Jobling, Trish Mullins and Nick Radford as additional signatories and to remove three redundant signatories (ex-committee members).

8. Councillors' reports and items for the next agenda

It was RESOLVED to add to the next agenda:

- Card reader for village hall payments

9. Date of the next meeting

The next meeting is on Monday 4th November 2024.

The meeting closed at 7:26PM.



David Hunter-Miller
Clerk and RFO