

FIGHELDEAN VILLAGE HALL COMMITTEE

MINUTES OF THE 104th COMMITTEE MEETING ON 29 June 2022–7.30pm.

Present: Mr J Murray (Chairman)(JM) Mr B England (BE)
 Mrs Caroline Cave (Treasurer)(CC) Mr S Banton (SB)
 Mrs Louise Batson (Secretary)(LB) Mrs L Chapman (LC)
 Mr Richard Horner (RH) Ms T Cole (TC)
 Mr D Hanson (DH) Ms Jackie Dryden (JD)

Item		Action Owners
1	<p>Welcome and Apologies</p> <p>The Chairman welcomed everyone present.</p> <p>Apologies for absence had been received from: Darrell Amison, John Menzies</p>	
2	<p>Matters Arising</p> <p>Last set of minutes to be agreed– CC proposed and was seconded by RH</p>	
3	<p>Management and archiving of committee papers</p> <p>LB received a handover of documents from the previous secretary. Many of the documents on file could possibly be destroyed and need to ensure we are not breaching any GDPR guidance. We could consider using online storage, which would mean all committee documents are online and could be accessed at any time by committee members.</p> <p>Options for online storage, collaboration tools and costs were shared with the group (Notes available upon request from LB). Paper based records could also be stored in a locked file at the hall.</p> <p>SB raised concerns about the use of cloud-based solutions, which can be deleted and removed. Documents could be stored anywhere, and SB suggested there should be an independent back up of these documents in a central location.</p> <p>Use of a locked box for hardcopies, cloud storage, a digital back up were suggested. CD could also be used if stored correctly. Important documents should be back scanned such as the original building files, as if damaged or lost then lost forever. LB added that just scanning doesn't make them searchable, would need naming convention. Early search at the meeting indicated it costs around £300 to purchase a secure, fire safe box</p> <p>We also need a strategy for dealing with everything digital, multiple formats, a couple of copies should give sufficient cover. A written record that can be passed on and referred to on decisions. It was agreed that having some structure in place would be sensible.</p>	

	<p>Committee further agreed to buy a fire safe for certain documents. <i>AP: All to forward any electronic documents to LB and LB to draft a further briefing note on online storage and collaboration tools</i> <i>AP: RH to look for a fire safe</i></p> <p>Photographs – was queried if we have a film and other documents that should be stored for historical importance? Was confirmed Wiltshire records office in Chippenham have a lot of historical documents that came from the school.</p>	<p>All, LB RH</p>
<p>4</p>	<p>Financial Statement</p> <p>Income: Income is down from lettings, but we have had most income in April which will continue until we make any other changes to the most lease. Further report on income to be picked up under item five (TC and JD).</p> <p>Expenditure: No major expenditure apart from a plumbing issue. There was a bill of £782 for emergency plumber for men’s urinal, the cost was expensive as there was an emergency call. Was confirmed repairs have been made.</p> <p>There was also an initial payment to Sunflow for new radiators.</p> <p>At the last meeting, the committee agreed to give £1,000 to the Parish Council towards the Jubilee, however, CC had already purchased bunting. Per request by the Parish Council, CC was reimbursed, and the remainder of the contribution was paid to them. The bunting was given to TC, rolled up onto spindles and remains property of Figheledean Village Hall. For reference, there is 400 metres of red, white, and blue bunting. The Parish Council have also written to CC and advised that the bunting belongs to the hall, and it would be used for future village celebrations and available for use.</p> <p>Asset Register: An asset register for the hall was raised. Was confirmed we do not have a property log or inventory. Noted that we can increase insurance without an inventory, however, there was a query around whether we should have a furniture inventory in place. For the record, the building is insured for £1m and general assets £70,000. Was agreed there is an opportunity for an inventory to be done Noted there are items in storage in attic space and under the stage. Village hall is also used to store things for Parish council and FiggleFest equipment. These items should all be on a register There would also be depreciation on assets, such as the hall lining, which is expensive, if listed with what we think is current value, then we have a record There is also an external store that is full of sports equipment, rope etc. If we are storing for other people need to let them know those items are not covered under our insurance. Was suggested that we could ask students living in the village to do the inventory? Could then look at getting rid of unwanted items.</p> <p><i>AP: CC to find 2/3 students to help</i> <i>AP: CC to look into VAT question – we are not registered but we might. Carried forward</i></p>	<p>CC CC</p>
<p>5</p>	<p>Hall Managers Report</p> <p>Regular bookings are now back to normal.</p>	

<p>Caravan training still continuing with a few more weekends booked, The Caravan Club have approached us to look at weekday bookings, they have been referred to website to get general availability.</p> <p>New regular booking in place for line dancing, on a Thursday morning from 8 September 2022.</p> <p>There is a new 11-day block booking from the Fijian Community Church Association from 4-14 August for church services. This will bring in revenue of £2025 for the hall, eleven consecutive days. Fee includes £100 refundable deposit. JD and TC will be on hand to offer support.</p> <p>In response to the Chair's query on monthly income projections, was confirmed that we do have spikes in income when there is a wedding, or block bookings outside regular bookings. There are around 750 regular and extra events, caravan training is not every weekend. We also have three weddings booked for this year and two already for next year.</p> <p>There are peaks and troughs. Looking at the annual figure will provide a better average overall. Looking at income with most money reducing.</p> <p>Maintenance:</p> <p>Flagpole has been replaced and is taller than the previous, TC suggested we purchase a Figcheldean Village Hall flag.</p> <p>Urinal flush sensor, called out emergency plumber as it was constantly flushing, was a concern as we are on a water meter. Learnt that in future, that we may have people in the village that might be able to help, e.g. turn water off as usage costs would have been less than emergency plumber (provided no damage being caused).</p> <p>Could have a list of where e.g. stopcocks/isolating switches are, so if anything happened could get in touch with someone on the committee to decide on next steps.</p> <p>Noted IGV will give advice if can't come out. Knowing who the handy people are could come and show us how to e.g. turn off water. How to turn off fuse e.g. an emergency standard list of instructions if we can't get a trades person in.</p> <p>Could also look at getting isolators fitted.</p> <p><i>AP: TC to ask Highland Plumbing to come in and have a look and do a quote for isolating switches and look at water tank and check there is an overflow.</i></p> <p>Was confirmed all the RCDs have been labelled for the heaters and provided a list.</p> <p>Stage lights- only half the spotlights are working, they need to be replaced, but they are used infrequently. Better to get like for like replacement.</p> <p><i>AP: TC to get a quote for replacing and a cherry picker, also enquire if someone in the village could build a tower?</i></p> <p><i>AP: DH to have a look at the tower in the hall to see if usable, arrange to meet JD or TC.</i></p> <p>If not, we can look into hiring a tower. If hiring a cherry picker, the user(s) also need to be competent to use it for health and safety purposes. Also a possibility we can borrow the tower at the church. DH felt we need something here to enable working at height</p> <p>Would need to check with the Parish Council Committee.</p> <p><i>AP: DH to speak to Trevor and check tower in the church to see if usable.</i></p> <p>Decorating of the hall is now needed, with new heaters installed has brought to light some redecoration that needs to be done. JD has spoken to two local decorators, and</p>	<p>TC</p> <p>TC</p> <p>DH</p> <p>DH</p>
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	<p>they are booked until Christmas. Quote from local decorator was around £3,000 to decorate the conference room, toilets and hallway – this is like for like painting and providing materials. This quote covers every room except the main hall.</p> <p><i>Ap: TC and JD to make further enquiries</i></p> <p>Disabled access – have been making enquiries, waiting for Spire glass to make a date for visit. Door is not accessibility compliant, needs a part M threshold (new frame and door). To get access the outside entrance needs raising but need a landing area outside a metre and a half long so user can open the door. This is listed in regulations for DDA compliance. Furthermore, the brick area also needs to be re-laid. We are not compliant at the moment noted there is a drain in that area as well. Would be higher priority than decorating and should be done first as likely to lead to more decoration needed. The frame has dropped and is getting more difficult to close.</p> <p>Sign is now at sign makers waiting to be made by Digital 23 in Amesbury. Will make a complete new set with baton and bracket to fix to post.</p> <p>See also, Item 8 – Improvements for the Hall</p>	<p>TC, JD</p>
<p>6</p>	<p>Utilisation and Marketing</p> <p>Positive news is that charities commission has agreed our latest constitution. They had a much older constitution on file. This means the new constitution can now be used.</p> <p>The notice board sign has been changed with a new one</p> <p>From archive perspective, we don't know what has happened to car park lease, so if Parish Council have agreed the lease, they will need to let us know. TC advised this is 90% completed, just need the agreement. Agreement has been made to extend the lease and has been changed to include the caravan training manoeuvring, plus community and charitable activities – i.e. we could have a car boot sale on there. Incidental use for community is also included.</p> <p>Has come back to the Parish Council to review, once circulated for comments will go back to the MOD.</p>	
<p>7</p>	<p>Health and Safety</p> <p>Risk assessments have been updated.</p> <p>Policy is detailed; compliance is a concern and was to be reviewed with TC and JD. We should be checking with contractors that they have completed a risk assessment and have their own health and safety policy in place. The form online was last updated six years ago and may need to be reviewed. We need to ensure we are complying with the rules when it comes to contractors working in the hall. Committee members were invited to be involved in the review.</p> <p>Was agreed that in general, we have some very community spirited villagers that are willing to help with maintenance on the hall, however, health and safety compliance may be lacking on occasion. Generally, suppliers should have a Risk assessments. Management of risk and compliance with regulations. They should at least have a standard Risk assessment they can provide.</p> <p>The H&S master document needs to be reviewed, should be held by one person – was suggested that goes to LB to be held centrally and for version control. The master document should be a controlled document that is updated annually.</p> <p><i>AP: LB to add to project plan of annual tasks being drafted</i></p>	<p>LB</p>

	<p>Would be useful for JD and TC to have a list to give to contractor, which advised what paperwork we need to see form them, which could be kept on file, evidencing that we have asked for the relevant paperwork, showing we have taken reasonable care. Need to decide what we need to review within our policy</p> <p><i>AP: Derek to provide a check list and go through the policy with JD and TC so they know what to check/ask for</i></p> <p>Fire bell – not decided if we would get one, don't need a fire system but there is no provision to warn people there is a fire. Would be a hand operated one JD also suggested a camera, but CC felt as long as we followed all the regulations, we would be covered under insurance.</p> <p><i>AP: TC and JD to purchase a bell, to be sited.</i></p>	<p>DH</p> <p>TC, JD</p>
<p>8</p>	<p>Improvements for the Hall</p> <p>Radiators: SB advised that Sunflow will be returning 11 July to fit the last radiator, measurements were incorrect. Noted lunch club will be in that day and will need access early.</p> <p><i>AP: SB to contact Sunflow and change the date</i></p> <p>Wi-Fi: System controls will be commissioned in September. SB has emailed details to the committee.</p> <p>Grant: Application submitted to area board – unfortunately, we missed the deadline. The amount is now £2500 maximum and earliest for consideration is the September meeting. SB advised that following checking, options now are to either do separate applications (with justification), or we can wait until September. Final invoice from Sunflow would be after they install Wi-Fi controls in September. Committee agreed that it would be fine to wait until September.</p> <p><i>AP: Simon to respond to that effect</i></p> <p>Noted that two thermostats have been pulled off the wall – They shouldn't be able to come off that easily without being pulled off?</p> <p><i>AP: Tina and Jackie to keep an eye on them and if they come off again to let SB know</i> <i>AP: To get some Velcro to reattach</i></p> <p>Committee felt the current temperature of the room at the time of the meeting was ok. The system was off and no apparent reason as to why, but it was explained that the windows were opened so system may have been turned off to avoid wastage.</p> <p>Insulation: BE and JM met a contractor about roof insulation. They took a lot of notes about what they could and couldn't do, but the contractor have never replied. They have been sent follow up emails. The problems might be with the heaters and the marquee, they do work but we don't use them. If the hall were being used for badminton we couldn't put a ceiling in. Will be a problem to insulate the roof. Cork might be a possibility; JM is looking into that option.</p>	<p>SB</p> <p>SB</p> <p>TC, JD TC, JD</p>

<p>9</p>	<p>Any Other Business</p> <p>Fire door – is popping open easily and could probably be levered open and so could be a security risk. Previous warping issue was fixed. <i>AP: JD to take that away and get a quote to replace - Blake and David(local company) were suggested.</i></p> <p>CC also suggested that if looking for door for disabled access might be able to get a deal? Could also look into the cost of an automatic door. May need to check if one door is enough, but unlikely we would need a second egress route</p> <p>Mast payment - CC received a letter from mast people offering a capital sum or part payment of a capital sum over 10 years. CC has yet to respond and some doubt about the offer, but last Thursday supreme court issued a decision. Each judgement is over 100 pages and JM is working through – will send a briefing note for everyone, but in the meantime will draft a letter to the mast company.</p> <p>Wi-Fi – Doug Hallapproachedthe committee and asked about the possibility of installing two receivers on the wall of the hall that will create signal pathways across the village and lining up receptors.Would mean that you wouldn't need a BT landline to access the internet Suggestion is that we enter into a joint venture for this. Committee felt should do a presentation to explain in more detail. The legal aspect is a concern, we don't want to create a lease and no obvious agreement could be used. Doug has suggested charging £30 a month for use.</p> <p><i>AP: JM to approach direct to write a briefing note to circulate to the committee</i></p>	<p>JM</p>
<p>10</p>	<p>Date of next meeting: Wednesday 14 September 2022</p>	