

Please note that these are the draft Minutes which have been checked and pre-approved by the Chairman, but have not yet been approved by the full Committee.

NASH VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the Meeting 17th February 2020

Present:	Chairman	Mike Williams
	Treasurer	John Southby
	Deputy Treasurer	Phil Carpenter
	Secretary	Evelyn Chapman
	Bookings Secretary	Debbie Evans
	Buildings and Maintenance Committee Chair	Elwyn Harker
	Social Committee Chair	Mary Vinakoti
	PUMP Committee Chair	Lesley Weatherhead
	Church representative	Pam King
	Village representative	Margaret Morgan
	Village representative	Mark Richardson
	Village Representative	Phil Doran
		Richard Evans
		Barbara Loxton
		Peter Weatherhead
Absent:	Village representative	Andy Thirtle
	Village representative	Len York

No	Heading	Action
1.	APOLOGIES None.	
2.	MINUTES OF THE LAST MEETING The Minutes of the Meeting held on 9 th December 2019 were proposed by John Southby and seconded by Mary Vinakoti and were unanimously accepted.	
3.	MATTERS ARISING Snooker table. The snooker table has now been rehomed but we did not receive any money for it.	
4.	APPOINTMENT OF DEPUTY TREASURER The three Trustees met on 10 th January 2020 to discuss the Treasurer's position. <ul style="list-style-type: none">• John will be leaving the village sometime this year. Phil Carpenter had kindly volunteered his services and also attended the meeting with the Trustees. Following a short interview Phil was offered the post of Deputy Treasurer and he accepted.• John and Phil will work together until the end of March. Phil will take full control as from 1st April. Proposed by Mike Williams, seconded by John Southby and AGREED by the Committee. Phil was therefore welcomed to the Committee.	
5.	CHAIRMAN'S REPORT <ul style="list-style-type: none">(a) The Chairman and Treasurer have had a meeting and the issues raised form part of these Minutes.(b) The PUMP Committee chair, the Social Committee chair and the Chairman have come to an arrangement for the bar to be used for Social Committee events, the first of which will be the winter BBQ. Entry to the bar is with a key, keys will be issued to Lesley, Mary, Elwyn and the cleaner. The cupboard within the bar area	JS

will have a separate lock, keys will be issued to Lesley. The bar will be cleared of all alcohol which will be stored in the locked cupboard, before any Social Committee event.

- (c) Mary enquired about a safe place to store the limited amount of alcohol held by the Social Committee and it was suggested, and accepted, that one of the lockable cupboards in the kitchen could be used. Elwyn will deal with this and issue a key to Mary. EH

6. BUILDING AND MAINTENANCE COMMITTEE REPORT

- (a) Full interior painting will take place this year which will include treatment to the damp patches with the kitchen and the Hall. There will also be some external painting carried out. With regard to the annex, the unpainted wood will be varnished and the bar shutters will be painted with gloss paint. EH
- (b) The large cupboard in the Hall (ex Montessori cupboard) will require a vent. EH
- (c) The floor in the Hall will be re-sealed and polished. EH
- (d) The floor in the annex will be re-tiled. EH

7. TREASURER'S REPORT

- (a) AVDC (soon to be Bucks Council) Discretionary Rate Relief. John has applied for it and is awaiting their response. However, he has spoken with his contact at AVDC and was informed that there would be nothing to pay for the year 2020/2021, however, there may be changes for the year 2021/2022.
- (b) Parish Council grant of £250. John has not been advised that this has been approved for the year and has not received it. Mike (as Chairman of the Parish Council) was able to confirm that it had been approved and that he should contact the Parish Clerk for payment.
- (c) Electricity. It appears that the next bill will be for £720 for the winter quarter. Compared to the same period last year, it is lower but the winter has been mild. There is a drop in usage during the day but an increase in usage during the evenings.
- (d) Hire Rates. John has proposed that there should not be an increase in the rates for 2020/2021.
- (e) Bar. A discussion took place as to whether the bar should be offered out to hire by anyone booking the Hall. Charges were discussed, an increase in the deposit was considered, breakages of equipment will be expensive and if the hirer wants to sell alcohol he/she will need a Temporary Event Licence from the Council. A member of the PUMP committee would need to check all equipment before and after such an event and it was suggested that their time should be paid.

DECIDED that the bar will not be offered out but that the Bookings Secretary will keep a record of any requests made to use it during the next year.

- (f) Charity Commission. Whilst our income remains under £25,000 we don't have to submit full accounts. DE
- (g) A full Structural Survey was carried out approximately 12 years ago and both roofs have had work carried out. The cracks have not re-opened following removal of the tree root, hence the Hall may have settled.
- (h) The Treasurer made it very clear that no funds have been included in the draft Budget for any Thank You event for Village Hall volunteers.
- (i) Budget. John proposed that his draft Budget be accepted and Mike seconded the proposal. The Budget was therefore **APPROVED**. The Social Committee and PUMP may therefore look to purchase the items declared in the budget as from 1st April.
- (j) Authority for Phil to contact the Bank. It was **AGREED** by the Committee that Phil should make application to the bank to be included on the accounts and for dual approval for internet banking purposes. PC

- At the present time, John has consent to pay any invoice up to £100 by bank transfer without referring it on, but anything over £100 has to be approved by either the Chairman or the Secretary. It was suggested that in future Phil will need to pay by bank transfer using the banks' dual approval system whereby he will need the Chairman and the Secretary to

approve the proposed payment.

- Also at the present time, John has authority to transfer monies between the two bank accounts; Deposit and Current accounts. It was suggested that Phil should have the same level of authority.

The Committee **APPROVED** all of the above proposals unanimously.

- (k) Diane Harris has been kindly examining our accounts for some time but she will not be able to do so this year. The Treasurer has approached Alan Taylor and he has agreed to examine the accounts this year. **APPROVED.**

8. ALLOCATION OF RESPONSIBILITIES

There are a lot of extra responsibilities that John has accumulated over the years that are not necessarily anything to do with being Treasurer.

- (a) Storage. There is a reasonable amount of equipment used for the Fete etc. and John has offered to donate it to the Committee which is extremely generous of him and is much appreciated. We will need to find somewhere to store it. First steps will be to look at our existing storage and see what contents can be disposed of, assess how much room will be required for the aforementioned equipment and then made a decision as to whether we can accommodate the equipment within existing resources or whether we will need outside storage. Some of the equipment will need to be kept indoors. The Buildings and Maintenance Officer will take the lead role in this. EH
- (b) Post Office, possibly as part of the Café. This has been under review for some time. The Social Committee to make the decision as to whether to pursue this and bring their views and plans to the next Committee meeting. MV
- (c) Key Control. Keeping control of who holds keys and their return when necessary. The Secretary will take this on.
- (d) Alarm. The Buildings and Maintenance Officer will take this on.
- (e) Deeds. The Chairman will undertake safe storage of these.
- (f) Bank changes to authorisation. This will be undertaken by the Deputy Treasurer.
- (g) Charity Commission updates. The Secretary will take this on.
- (h) Zen and Internet contact. The Buildings and Maintenance Office will take this on.
- (i) PUMP accounts with breweries. The breweries will need to be informed that their future contact will be the Deputy Treasurer.
- (j) Electricity.
- Repairs etc. The Buildings and Maintenance Officer will take this over
 - Contracts. The Deputy Treasurer will take control.
- (k) AVDC, shortly to become Bucks Council.
- Main contact. Deputy Treasurer.
 - Hiring. Bookings Secretary.
 - Licensing and Raffle Return. Deputy Treasurer and Chairman.
- (l) PA system. The Buildings and Maintenance Officer will take on this responsibility.
- (m) TV Licence. Deputy Treasurer.
- (n) Water. Deputy Treasurer.
- (o) Clothes bin. Buildings and Maintenance Officer.
- (p) Defibrillator. Buildings and Maintenance Officer.

9. SECRETARY'S REPORT

- (a) Job Descriptions.
- The Bookings Secretary has finalised her Job Description and this has been passed to all Committee members and was **APPROVED** at this meeting.

- The PUMP Committee Chair has prepared hers but has not yet sent it to the Secretary. LW
 - The Social Committee Chair has been working at updating hers but has not yet sent it to the Secretary. MV
- (b) It has been suggested that we need a Diversity and Inclusion Policy but it is believed that it would only be necessary if we had employees, which we do not. However, Pam has already offered to send over the W.I. one and Mary will also check to see if there is one that she can send to us. This is currently work in progress. PK/MV
- (c) The Parish Council requested consent to the parking of the contractors/builders vehicles in the Village Hall Car Park. They are trying to stop parking on the pavements. It was agreed at the last meeting that we should give a positive reply, subject to no event being held in the Village Hall that day (the diary on the web-site will reveal and the contractors can check it). No overnight parking to be allowed. The letter was duly sent. It appears that the contractors/builders have not used the Village Hall Car Park as yet but it is also noted that they are no longer parking on the pavement.
- (d) A Regular Hirer Hire Agreement has been sent to the Nash Investment Club but has not as yet been returned duly signed. This is the first such Agreement that has been necessary since Debbie took on the role of Bookings Secretary and it was **AGREED** that the master draft Agreement should be passed on to the Bookings Secretary for future use. ERC
- (e) Minutes to go on web-site. The decision of this Committee made some time ago was that the Minutes should appear on the website after they had been approved by the Committee. In other words, the Minutes of the meeting held in December, approved today, can now be posted on the website. This has not been happening. It was **AGREED** that the Minutes, once drafted, checked and pre-approved by the Chairman, should appear on the website as soon as possible with a note that they have not yet been approved by the full Committee. Debbie undertook to deal with this. DE
- (f) Responsibility for the First Aid Kits will be passed to the Buildings and Maintenance Officer.

10. BOOKINGS SECRETARY'S REPORT

- (a) The website has been updated.
- (b) Enquiries for Hall Hire are coming in, there is a wedding reception booked.
- (c) Unfortunately we have lost Lenborough Choir. They find that they need larger premises.

11. VE DAY 75th ANNIVERSARY.

This will be taking place over the weekend of 8th, 9th and 10th May. It is understood that Thornborough have something planned for the Friday. The Committee **APPROVED** the changing of the usual Saturday night PUMP from 2nd to 9th May and the addition of a PUMP on the Friday evening and also on Sunday lunchtime.

12. SOCIAL COMMITTEE

- (a) The Social Committee Chair and the Chairman have met up and completed:-
 - Risk Assessment and Method Statement.
 - Safety Assessment – Workplace safety for volunteers.
 - Fire Risk Assessment
 all of which can be accessed through Safesmart.

- (b) If an event is organised that is not taking place on Village Hall property (such as a Fun Run) a separate Assessment will be needed for the event.
- (c) Planning for the Nash Fest is ongoing and proceeding satisfactorily. The hire of the stage will cost more this year. We have been lucky with the weather up to now and it was **AGREED** that we should obtain bad weather insurance this year.
- (d) The Community Café is getting more streamlined. We are lucky in having a good number of people willing to be Café Creators. The profits from running the Cafes appears to be decreasing, this is partly due to the various chefs claiming their expenses. This is only fair, we cannot expect them to continue without claiming for ever.
- (e) Cinema's. The outdoor cinemas have proved reasonably popular and the costs of the Licence has been covered. However, the indoor cinemas are struggling. Different evenings of the week have been tried. The most recent one attracted six people.
- (f) A debate took place regarding advertising.
 - In the case of the cinema, we cannot advertise the films being shown, except on Village Hall premises. It was suggested that we have a Notice Board situated within the Car Park to advertise Village Hall events. The Buildings and Maintenance Chair will look into providing same. EH
 - With regard to the Community Café, this currently appears in the Villages section of the Buckingham Advertiser, our own and Whaddon's village newsletters, our own and Whaddon's, Thornborough's, Buckingham's and Stoney Stratford's Facebook pages. It was **AGREED** that this advertising be continued but that no other outside advertising be authorised.
 - The Nash Fest can be advertised externally.
- (g) An unfortunate post appeared on our Facebook page which provoked some lively responses and was taken down. In future, any posts must be pre-approved by the Social Committee Chair before being posted.
- (h) We now have a Commercial Page, Nash Village Local Businesses.
- (i) Village Halls Week apparently takes place every January. It was **AGREED** that we should look at getting involved with it in 2021. MV

13. PUMP COMMITTEE

- (a) Hosts have been agreed for 2020, this does not involve anyone new.
- (b) The Awards Dinner went very well, it appears that it was paid for by the attendees who also brought food and drink to the event on the evening. The Village Hall did not contribute any monies to the running of the event.
- (c) The Secretary has received a letter from Robert Meardon which was handed to the Chairman at this meeting. This resulted in a debate and it was **AGREED**
 - That we should not be funding any Thank You events for Village Hall volunteers.
 - That there are no monies allocated in the budget for the next financial year for such an event.
 - The Committee does not object to the holding of such events provided that it is not asked to make a monetary contribution but that it would provide the Hall for such an evening event free of charge.
 - The Committee will continue in future years with their policy to not provide any funding for any Thank You events for Village Hall volunteers.
 - The Chairman will reply to Mr Meardon's letter.

The letter and the Chairman's reply appear as Appendix A and B to these Minutes.

14. ANY OTHER BUSINESS

- (a) Discrimination Policy. It was decided that one should be drafted and circulated as soon as possible. MV/ERC
- (b) The Nash Parochial Church Council apologised for not requesting consent to use the Village Hall Car Park to facilitate access to the church yard for the recent tree works.
- (c) Youth Club. There are various items stored within the cupboard in the main Hall. It was **AGREED** that the Buildings and Maintenance Officer will go through them and will discard anything not usable. Anything usable will be offered to other Youth Cubs and Schools and disposed of if not required. EH

15. DATE OF NEXT MEETING

The next meeting will take place on Monday 22nd June immediately after the ANNUAL GENERAL MEETING which will take place at 7.00 p.m.

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