

LITTLE WEIGHTON VILLAGE HALL CHARITABLE TRUST
Charity Reference Number 523266

Minutes of a Meeting of the Committee of Little Weighton Village Hall
held on TUESDAY, 16 August 2022 at 7.00 pm

Present: Mr R Mann (Acting Chair) Mrs P Campbell (Secretary), Mrs P Davison, Mrs S Spinks, Mrs S Copestake, Mrs L Hall, Mrs Sue Connor, Mrs A Ringrose

	Action
1. Apologies for Absence: Mrs B Fowler	Noted
2. Minutes of Previous Meeting held on 24.5.22: 3.2b Suggests that PD actually received £250 towards the installation of the wifi and passed that money to RM (Treasurer). In fact the sum of £131.14 was agreed by Carol Foster (Village Halls Coordinator) and that is to be paid directly into the current account by Humber and Wolds Rural Action finance officer. The money had not been received on the date of the correction to the minutes (26.5.22)	Agreed Correction to 3.2b – Money has now been received. 16.8.22
3. Matters Arising:	
3.1 Mrs Catteralls' on line fundraising account.	SS unable to contact Mrs C's relatives. Agreed to write off.
3.2 Wifi – Monthly Bill £62.40 per month for a 12 month period	To be reviewed in 12 months
3.3 Microphone RM searched internet. Can get for around £60 to £80.	RM felt we should purchase a system with a lapel microphone. To be completely independent of other systems in the hall. SC agreed to look into this.
3.4 Replacing some windows in the main hall	SS to look into this. RM felt it would be better to go with EYG as they have installed the doors etc.
3.5 New organiser required to run 200 Club Prue asked a lady who did not say no – will chase up. Karen Mann will ask another lady who may be interested. RM thinking that it would be a good idea to get someone to shadow the Treasurer and Booking Secretary for future reference.	

<p>3.6 Lease RM updated the committee as follows: Contacted Cooper Wilkin on 1.8.22. Reply indicates no progress in registering the long lease. WC blame backlog at Land Registry. Assured that enquiries are not incurring any additional charges. There will be a final bill at some stage.</p>	<p>Cooper Wilkin to chase the Land Registry to register the changed Lease. Invoice will be presented at some time for legal work – possibly split between PC and VH</p>
<p>3.7 Covid Risk Assessment</p>	<p>To be held in abeyance at the present time.</p>
<p>3.8 Feedback from First Aid Awareness Training Course 20.4.22 PC sent letter of thanks. Feedback dealt with at last meeting. RM suggested that we need to cover costs with any future training. A charge of £5 per person was agreed to cover cost of utilities etc.</p>	<p>PC to contact provider to see when we could rebook.</p>
<p>3.9 Feedback from Introduction to IT Course RM - again we need to cover costs as above.</p>	<p>PC to chase up course providers to see about any future courses/dates.</p>
<p>3.10 Feedback from ERVH Conference</p> <p>a) Constitution up to date?</p> <p>There is no constitution. RM explained that we have a Charity Commission Scheme agreed with the CC in 2007. Each year Addendums 1 and 3 are updated by RM. These list the current trustees, their positions and where appropriate the user organisations which they represent. This addendum should be agreed annually at the AGM.</p> <p>The current document is available in the corridor at the VH.</p> <p>b) Is the Charity a Charitable Incorporated Organisation? No – LWVH is an ‘Unincorporated Charitable Trust’. This means that trustees are personally liable for any mismanagement, failure to obey law or fraudulent processes within the organisation.</p> <p>c) Is the Village Hall sufficiently insured for buildings/contents?</p> <p>Last insurance valuation 5 years ago. The current rebuild valuation is £557,000. The full cost of the renovation to the hall was £250,000 to £300,000 approximately 5 years ago. Insurance with Allied Westminster ‘Villageguard’ policy for three year period at a cost of £919 per annum. Allied Westminster has its own process for rebuild valuations. RM has submitted a Rebuild Cost Assessment Request Form for a ‘remote’ evaluation. The insurance was renewed on 11.6.22. RM chased the remote valuation on 2.8.22 attaching a further digital copy of the request form. RM received a reply on 3.8.22 to say that our request had now been granted and that the</p>	<p>RM will email a copy to everyone. Pat to email RM correspondence from Charity Commission.</p> <p>RM has asked Allied Westminster to update rebuild cost assessment. RM due to hear from their surveyors.</p>

<p>surveyors would be in touch in about 14 days. This service is free to existing customers.</p> <p>Insurance dependent on a 5 yearly electrical circuit inspection which is due in October this year. Inspection has been booked and documentation will be provided at the end of September.</p> <p>d) Has the Village Hall has a valuation for insurance purposes from an RICS qualified surveyor?</p> <p>e) Is the Village Hall registered with ERYC as a food business?</p> <p>PC completed a form in January 2019 to the Food Services Team at the local authority.</p>	<p>Agreed that the above actions taken with insurance company will ensure correct rebuild valuation.</p> <p>PC to contact ERYC to check all is in order.</p>
<p>3.11 Banner</p>	<p>This has now been purchased and is in place.</p>
<p>3.12 Car Park Sign</p>	<p>This has now been purchased and is in place.</p>
<p>3.13 Feedback from Jubilee celebrations</p> <p>The general feeling was that the Hall looked amazing and everyone felt that a good job was done in difficult circumstances.</p> <p>The bunting has been put in a box at the VH.</p> <p>SS submitted photographs and correspondence to The Beacon. Thanks were offered to SS for this work.</p> <p>PC grant £225 Additional PC grant £23.53</p>	
<p>3.14 Suggestion from Laura Douse re musical evening</p>	<p>PC to contact to see if still interested.</p>
<p>4. Treasurer's Report Financial year ends 31.8.22 RM explained the figures to the meeting</p> <p>Electricity meters – one fixed to December and one to June next year. EDF supplier</p> <p>Charges for rental of the VH may need to increase to cover costs of utilities</p>	<p>RM Report attached to these minutes.</p> <p>RM to enquire if we can have one meter instead of two as we are charged 25p per day for each meter.</p> <p>Agreed to look at charges at AGM.</p>
<p>5. Booking Secretary's Report</p> <p>Sewing Class has now ended – gone back to Bishop Burton Platform Schools returning for Saturday mornings</p>	<p>All bookings should complete a booking form.</p>

<p>Mary Wells has had two workshops – Art Class Prue Todd – Willow Weaving – 2 workshops booked A few parties have taken place. No bouncy castles allowed. ERYC drop in session for Energy Efficiency on Monday 22 Aug.</p> <p>Terms and Conditions</p> <p>SC – asked if they could use the small room for storage for a regular fee. NHS possibly interested in using for booster injections.</p>	<p>PC has prepared T&Cs for prospective users – to be fully discussed at next meeting.</p> <p>To be discussed at next meeting. PC to enquire.</p>
<p>6. Maintenance</p> <p>6.1 Front door There was a problem with the front door when a booking damaged the automatic closing etc. 50% of their deposit was retained.</p> <p>6.2 Burglar Alarm – Disconnected the magnetic alarm. After issues with burglar alarm going off. This does not affect the insurance for the VH.</p> <p>6.3 Fire Alarm – Due to be serviced in the coming weeks and certificate issued. This is to be done annually.</p> <p>6.4 Mangers – PC unable to carry on as it is too time consuming. Thanks to PC for all the hard work in looking after the mangers over the summer.</p>	<p>New liners for managers x 6. SCP to measure and look at prices, also prices of compost. RM to ask gardener to empty baskets/mangers</p>
<p>7. Future Events</p> <p>8.1 Winter Talks</p> <p>8.2 Murder Mystery Play The company charge £50 and half of any takings. We can have a raffle.</p> <p>8.3 Possible Bad Apple Day</p> <p>8.4 Quiz Night – Possible early November</p>	<p>SS has booked talks for Sept, Oct and Nov</p> <p>SS to reserve for 9.12.22.</p> <p>Agreed not to go ahead.</p> <p>SS to enquire if available</p>
<p>8. Any Other Business</p> <p>Defibrillator – Service takes too long to find code</p> <p>Slight problem with car park lights.</p>	<p>PC to take up with Parish Council.</p> <p>Electrician to fit new sensor on upper level near gate</p>

<p>ERVAS have agreed to undertake the 2022 audit. We need a chair person for the purposes of the audit.</p>	<p>SS agreed to be temporary Chair for the purposes of the audit.</p>
<p>9. Date of next meeting</p>	<p>7 p.m. 10 October 2022</p>