Meeting of

Weston Village Hall Management Committee

On Tuesday, 24 January 2023 at 7:00 pm

Attending: Angel Martin (Chairperson); Alison Elsmore (Treasurer/Secretary)

Derek Gair (Lettings); Julie Gair (Minute Secretary); Gail Wray (PC Representative);

Hemant Patel (Communication/Website)

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|  Item | Details | Action |
| **1.0** | **AM welcomed** everyone to the meeting.  |  |
| **2.0** | **Apologies**: None |  |
| **3.0** | **Minutes of Previous Meeting** 3.1 - The minutes of the meeting held on the 29 November 2023 were approved as an accurate record. |  |
| **4.0** | **Matters Arising**4.1 – Heating instructions – DG to monitor, especially with regards to pressure drops. DG has done instructions regarding what to do if the pressure drops. Heating system will need to be cleaned out4.2 – Post Office has opened regularly since last meeting. Committee to monitor4.3 – Lights in hall still outstanding. Look to replacing February half term or Easter4.4 – Christmas shopping event Friday 1 Dec - Parish Council would have preferred Saturday4.5 – Parish Council do not require Hall for meeting of TVCG  | AE |
| **5.0** | **Chair’s Update**5.1 – Lease – proforma copy received from ACRE. Committee felt that best way to move this forward would be to create a small working group consisting of members of the Parish Council and the Village Hall Committee to work on this in partnership. Parish Council to be approached regarding this suggestion. AE to commence populating the proforma with relevant information5.2 – Messy Church - a request is to be issued asking for volunteers to run this. Depending on the response to this request a decision will be made regarding whether Messy Church will continue5.3 – Village Fete – Saturday 10 June. DG to speak to Olivia regarding doing a dance display at the event 5.4 – The Woolpack have approached Angela regarding putting on a WestFest the Sunday following the Village Fete, as has happened in previous years | JG AEDG   |
| **6.0** |  **Treasurer’s Update**  6.1 - Balance as of 13 January 2023 Main account - £13,539.68 Deposit account - £15,000 Savings account - £20,000 6.2 – Invoices have been raised invoices to all regular user groups and organisations to cover the December and January months as well as the February and March periods.   This is in preparation for the financial year end.  New Booking Forms and information has also been circulated for the groups to complete and return by the end of January in readiness for the 2023/24 year. 6.3 – Soup Event – profit of £242.11; Christmas Event -profit of £122.036.4 – Post Office Letting Debt, it is unlikely that this debt will be recovered. McColl’s no longer exits and is in receivership. We are one of many creditors. An invoice has been issued for the existing year and this has been paid 6.5 – The Charities Commission website has now been updated to truly reflect the make-up of our trustee board   6.6 – Financial information to Charities Commission. The 2022/23 accounts have now been audited by a qualified accountant. A huge thank you was extended to the accountant for doing this work so efficiently, enabling our return to be submitted to the Charities Commission before the December 31 deadline. The accountant has agreed to audit our accounts again for the 2023/24 financial year6.7 – Policies - These still need updating on the Charities Commission website6.8 – Entrust Service Level Agreement. The TAMs system is now up and running.  Since the last meeting we have had the following compliance / health and safety work done: * Water hygiene risk assessment
* 6 monthly Fire Alarm test

 The following have been arranged: * Water Checks to be completed by HSL Compliance on Monday 30 January at 11:00
* Gas safety check to be carried out by Key Integrated Services Friday 10 February 8.00 for two hours.
* Catering equipment arranged for Friday 27 January by First Service Ltd

AE will continue to upload information to the TAMs system and to work with Entrust3 people have access to the bank account – DG, GW and AE. Alison has deleted the banking app from her phone and she suggested the others do the same. This will reduce the risk of the Village Hall account being hacked | AllDGDGAEAE |
| **7.0** | **Secretary’s Update**7.1 – Covered in Treasurer’s update 7.2 – AE has been contacted by an individual who wanted to advertise his gardening business in the Village Hall. It was agreed that he is directed to advertising in the Compass or the notice board by the Woolpack | AE |
| **8.0** | **Lettings Update** 8.1 – Report received from Lettings Secretary8.2 – Bookings enquires were quiet in December but have increased in January. Brighter Days Dog Rescue are looking to book in June 2023.8.3 – Cleaner Mandy has suggested keeping a log book in the hall and any if anything is not working or needs attention, it could be logged in the book |  |
| **9.0**  | **Health and Safety**Covered in Treasurers Report  |  |
| **10.0**  | **Parish Council Update**10.1 – a new Christmas Tree being planted in preparation for when existing tree can no longer be used10.2 – Trees have been planted along the outside of the Woolpack carpark and on the Green10.3 – New PC notice board to be purchased, hopefully it will be recycled plastic10.3 – Frances Beatty, Stafford Borough Councillor gave very interesting report on the investment that will take place in Stafford Town in the near future   |  |
| **11.0** | **Social Events** 11.1 – Fete 10 June 23 – Gambling licence to be organised11.2 – Gail suggested a coffee morning/library/book exchange. Date 6 March agreed, 10 to 12 noon. Entry to be placed in Compass. Planning to be discussed at February meeting | AMJG |
| **12.0** | **Maintenance Checklist**12.1 – AM and AE to undertake maintenance inspection on 1 Feb 2023 at 13.0012.2 – Gazebo/Equipment needs to be sorted in storeroom. Date agreed – 27 May at 10.00 | AE and AMAll |
| **13.0** | **Any Other Business**13.1 – Website update – H gave feedback to committee, work in progress. Committee asked to look at website and to send H any relevant documents/information 13.2 – AGM arrangements - 25 April 2023 at 7.30 – reports will be required from all officers to present at AGM. Event to be advertised in Compass magazine13.3 – Payment to auditor – agreed fee £5013.4 – Agreed that Parish Council meeting could be held in main hall on 11 May 2023 if Badminton group agree to cancel their regular booking on that date 13.5 – Agreed that plaque provided by Stafford Soroptimist’s relating to a toilet they have provided to a community overseas can be displayed in the Village Hall  | AllAllJGJGAE |
| **14.0**  | **Date of Next Meeting** – Tuesday 28 February 2023 at 7pm |  |