

Humshaugh Village Hall

Minutes of meeting held on 12 December 2023 at 7.30pm

1. Apologies received from Jo Common. Wendy Reed resigned on 27 September and Derek Burgess on 14 November 2023. Those present: Diana Linnett, Dave Scott, Peter Woodward, Jenny Nohl, Chris Robinson, Mick Jonas, Alex Chylak, Tim Taylor and Marie Roberts.
2. Minutes of meeting held on 12 September 2023 were approved
3. Matters arising - none
4. Governance:
 - 4.1 Review of accident book - none
 - 4.2 Fire risk/insurance inspections – DB has advised that he is happy to continue helping with property inspections. Shed lighting tubes need replacing. Some draft excluders remain to be fitted. **Action DL** 5 yearly electrical inspection is due March 2024; **DL** to book with contractor. Fire Alarm Inspection up to date.
 - 4.3 PAT testing was done on 26 September 23 with no failures.
 - 4.4 DL signed the updated Reserves policy.
5. Finance
 - 5.1 Current financial situation – The actual figures were compared to budget, and the receipts and payments to November reviewed and found to be in order. The repairs and maintenance figures are higher than last year due to the purchase of the generator. **DS** agreed to keep a record of the warm hub expenditure following the £562 grant from the Evans Trust.
 - 5.2 Grant from Northern PowerGrid – A budget and actual accounts sheet was reviewed, which showed how much of the £20,000 grant had been spent. The £14K balance may be able to be used for either a third battery or a new heating system. DL has given an update to Northern PowerGrid, and there were no queries.
 - 5.3 Fundraising and Activities – there will be a pub quiz on 19th March – action **MJ**
 - 5.4 Asset register – **PW** to add the hob.
6. Property management
 - 6.1 Northumberland Community Energy Ltd – DL has signed the membership form. The installation may take place in the second half of 2024.
 - 6.2 Roof survey has taken place and is structurally sound, ready to take solar panels.
 - 6.3 Warmhub – Xmas decoration making at today's session and carols next week. Pottery session was very well received and **DL** is exploring another session. Forthcoming sessions are a soup lunch, the Dodgy B's and Liesbeth Langford will give a talk. Attendance is variable.
 - 6.4 Village Emergency Plan – NCC will start the process and contact the lead warden (not AC anymore and not known who it is to be). DL advised that a rucksack of equipment had been dropped off by NCC and was stored in the shed. It was agreed that a session should take place in early 2024 for a dummy run to take place of HVH emergency procedures and equipment, to test out the written instructions prepared by AC (in case he is away during emergency). **AC** to send out an email and as many encouraged to attend as possible.
 - 6.5 Access Policy/procedures – users were sent an email reminding them to use the reset button if the code appears not to work on the key safe. As far as one off events is concerned, if PW is unable to be present to collect the key from the hirer, it was deemed safe to ask them to leave the key in the unlocked safe for a short time. PW has created a blue category for provisional enquiries on the calendar.

- 6.6 EV charging point – NCC information had confirmed that there was little usage of the chargers opposite the surgery.
- 6.7 Hall heating working party; there was a boiler inspection 6 weeks ago and it was stated that it doesn't need replacing yet. Once the solar panels and the batteries are installed, we will assess what we need to do next. The date for replacing oil boilers has recently been extended by the government. A new cellar door is being made. Broken slates to be replaced in January. The loft access is completed but it needs painting.
- 7. AOB
 - 7.1 Terrorism (Protection of Premises) draft bill (a result of the Manchester Arena bombing) is in its early stages. It applies to premises holding more than 100 people. CAN and ACRE are trying to get village halls exempted.
 - 7.2 Village Hall Heritage day went very well. The boards are wrapped up and stored in the cellar.
 - 7.3 Parish Council update – the Neighbourhood plan consultation period runs until the end of January.
 - 7.4 MR will be standing down as trustee and secretary in March. There has been no interest so far. DL suggested that one of the 3 laptops should be loaded up with all the files and data from MR's laptop. Nomination forms for representatives need to be issued in January.
 - 7.5 Future meetings: AGM will be on 12 March 2024 at 7pm. Thereafter proposed to be 11 June, 10 September and 10 December 2024 at 7.30pm.

VILLAGE HALL COMMITTEE FUNCTIONS

CHAIR:

Premises licence

Grant applications

Community Action Northumberland and Consortium

Website

TREASURY:

Preparation of annual accounts

Preparation of annual budget

Financial reporting to committee

Management of debtors and creditors – receipts and payments and invoicing

Bank account reconciliation

Cash flow management

Utilities accounts

Insurance

SECRETARY:

Notification of meetings

Minutes of meetings

Health and Safety

Charity Commission submissions

BOOKINGS SECRETARY:

Maintenance of booking calendar

Processing of booking applications

Contact with hirers

PROPERTY MAINTENANCE EXTERNAL:

Identify repairs and maintenance

Organise repairs and maintenance

Liaise with suppliers

Organise external cleaning and grass cutting

Oil supplies

PROPERTY MAINTENANCE INTERNAL:

Hygiene – Jo Common

Monitor cleaning of HVH – Jo Common

Identify repairs and maintenance

Organise repairs and maintenance

Liaise with suppliers

Sound equipment

COMPLIANCE:

Fire Protection – Chair and Mick Jonas

Safeguarding – Jill Bauld

Hygiene inspections & regulations – Jo Common

FUNDRAISING

TBA

COMPUTERS, PRINTER AND PHOTOCOPIER

Alex Chylak