

**Broadhempston Village Hall & Playing Field Trust CIO**  
**Minutes of Meeting of Trustees on Monday 9 May 2022**  
**(On-line meeting at 7.00pm via Zoom during coronavirus precautions)**

**Present:** Roger Acton, Andrea Dobson, Dave Howard (Treasurer), Jeremy Lawrence, Mark Moorley (Fete Committee), Peter Sheridan (Chair), Joe Wegrzyn (Facilities Manager).

Simon Sutcliffe (Observer for Parish Council)

**Apologies:** David Heath

### **1. Minutes of meeting on 2 February and matters arising:**

The minutes were accepted as a true and accurate record. Items arising are dealt with under the appropriate headings below.

### **2. Treasurers Report:**

DWH reported on the 2021/2022 **Financial Snapshot** for the period up to 30 April 2022, which completes 75% of the financial year. The report was circulated and filed.

The bank balance stands at £44,577 (still excluding the Fete Committee balance). The current surplus of income over expenses at this point in the year is £3,328 for the Hall and £659 for Headlands. After payment of the annual insurance premium this month the CIO accounts should still break even.

#### **Village Hall:**

Main points-

- The Omicron Government Support Grant in February provided extra income of £2667.
- The hall's general hiring income for 75% of the year exceeded all expectations at £11583.
- The current surplus allowed us to incur an unbudgeted expense of approx. £5500 in the improvement of drainage in the car park, to prevent flooding in front of the building.
- A flagpole and Ukrainian flag were installed at a cost of £187.

#### **Headlands:**

Main points-

- The only income was the BPC grant of £1000.
- £800 was spent on ash tree felling, but this was planned and expected.
- The expected Smart Export Guarantee income stream from the solar panels is still to commence, despite emails from the Treasurer.
- After mowing costs of £600 and small bills for repairs and cleaning, the year-to-date surplus is £659.

#### **Insurance:**

- The annual insurance renewal invitation and has been circulated to all trustees. The premium at £2501 is a 6% increase.
- A free and remote valuation of CIO assets has been offered by Allied Westminster and the trustees agreed to this being done: **Action: DWH**

### **3. Fete Committee:**

Mark Moorley (MM) presented a verbal report and apologised for not forwarding a written one. One will be available for the next meeting: **Action: MM**

Main points-

- **Insurance of Marquee:** MM stated that the marquee is of limited value so is insured only on the day of use.
- **Fete Committee Bank Account:** A treasurer is still to be appointed. Helen Bray and Jennifer Richards are looking after the account.

The trustees were concerned that the Fete Committee account was still not on-line and visible to the CIO treasurer. The Fete Committee finances should also by now be incorporated into the CIO financial statements.

The meeting requested that The Fete Committee set up an on-line bank account as soon as possible, hopefully before the Jubilee weekend activity on 4/5 June. **Action: MM/Fete Committee.**

- **Jubilee Celebrations:**

Mark gave a lot of detail on what is planned for the celebrations, from 2pm to 6pm on Sunday 5<sup>th</sup> June. The main points arising are:

- The Fete Committee is working in conjunction with the PTFA and others on a whole range of interesting entertainment and competitions geared towards children and adults alike.
- The bar will be run entirely by the Monks Retreat under its licence. All income will be kept by the Monks.
- There will be a BBQ and cream teas, with strawberries and cream in the Hall. Some food items will be donated to the event.
- An ice-cream van has been booked and free ice-creams will be given to all children.
- The aim was for the event to be non-profitmaking. MM stated that the Parish Council was to be asked for a grant. Simon Sutcliffe attending said he would ask the BPC at its meeting this Thursday to pay for the free ice-creams for the children. **Action: Simon Sutcliffe**

**Concern was expressed by a number of trustees** that the overall financials of the Jubilee Day were unclear. The Fete Committee was asked to provide a **general budget** showing expected expenses and likely income from the various sources – BBQ, cream teas, whip-round bucket(?). Trustees stated that they did not wish to have to underwrite a loss-making event. It was clear that the existing £3000 cash in the Fete Committee bank account would be needed for the expenses in setting up the next Fete. **Action: Fete Committee to prepare budget for the day and forward to all trustees. MM/Fete Committee.**

#### **4. Headlands and Headlands Project:**

RA had submitted a written report on Headlands, as circulated and filed.

Further points raised at the meeting:

- Headlands continued to be well-used by the community and the school.
- RA thanked the Parish Council for the one-off grant for this part year, and from August onwards there will be an ongoing annual donation by the PC of £1000 towards Headlands' running costs.
- On behalf of the PC, Simon Sutcliffe congratulated the Headlands Committee on the development of the playing field as a more enjoyable place for the whole community to visit and use.
- John Ellis continues to provide a valuable service in grounds maintenance notably the football field, also recycling and rubbish clearing.
- The conversion of the tennis court into a MUGA will no longer be pursued, due to the high level of funding required for such a project.

#### **5. Village Hall:**

PS had submitted a written report, as circulated and filed. Further points raised at the meeting:

- **Covid procedures:** We are still adhering to the latest advice for Village Halls.
- **General Hire Bookings:** These are at an outstanding level and at this point in the year, much higher than pre-covid. AD commented that there are now an increasing number of bookings for parties from outside the immediate community.
- **Jazz Event:** The gig on 10 June – a Bill Evans tribute by well-known and highly respected pianist John Horler - is being organised by JL. Jeremy expects a better turnout than at the first jazz event and with a lower break-even attendance but would again request the event to be underwritten by the trust. Posters and publicity are being distributed.
- **New Bookings Secretary:** Alastair Logan commences this week and AD reported that she will work closely with him during his learning period. PS thanked Andrea for her support. RA proposed a vote of thanks to Andrea for her outstanding work as Bookings Secretary over the past 6 years. The trustees fully agreed.
- **Hall maintenance:** JW reported that all regular maintenance has been or will be carried out with alarms, electric and safety equipment. The heating system was due for a service after 5 years and this will be done in the next financial year. **Action: JW**

JW is still awaiting a quote for two damaged bollards to be replaced with new ones with LED fittings. **Action: JW**

AD commented that the internal end wall of the main hall may require repainting after the repair of a hole. **Action: PS/JW**

AD commented that the main hall clock had stopped and required attention: **Action: JW**

MM commented that the descaling light of the water boiler in the main hall was permanently on. **Action: JW**

- **Improved drainage in hall car park:** Simon Quintance had carried out the work at half-term and we await some rain to test its effectiveness.
- **Village hall licence:** AD will undertake training for the role of licensee when the new Bookings Secretary has settled in the role.
- **B-Eco Books:** AD commented that there has not been a Book Exchange for a long time and the pallets of books are taking up a lot of valuable space in the LMR storeroom. This needs to be checked with B-Eco and the books removed if they are not going to be used. **Action: PS has now discussed with Stuart Burgess who agreed to remove the books.**
- **Signage:** AD reported that feedback from non-local hirers stressed the need for improved external signage to the Hall Car Park. Hirers were parking in the public car park and were unaware of the proper Hall Car Park beyond that. **Action: PS/DWH**
- **Hi-ball glasses required:** 120 to be purchased from Ikea. **Action: AD**
- **Upper grassed area and the pedestrianisation of the square:** Simon Sutcliffe stated that the Parish Council have been unable to get any assistance on the matter from the new County Councillor, who seems to have disappeared from the scene. The matter is still in abeyance.

## 6. CIO Trustees:

- **New Trustee:** RA had met with Jenny Logan and thought her a suitable candidate, though for family reasons she would not wish to be appointed as a trustee until September, the start of the new academic year. JL and AD had also met Jenny and thought her a good candidate.  
RA proposed that it should be agreed by all trustees that Jenny should be appointed and PS would meet with her to finalise details. All trustees agreed to this proposal.  
PS had already written to Jenny and proposed a meeting, but will send another email with the aim of meeting up with Jenny in the near future. **Action: PS**
- **Finding replacement trustees:** 4 trustees are due to step down at the end of this year or early next year at the end their current periods of office:
  - **RA**, as trustee responsible for the Headlands Committee, has a number of strong members on that committee but only one who would wish to become a trustee, and that would not be until July 2023. RA may be prepared to stay on until that person is available but has to give it some thought. So, a **possible** continuation into a 3<sup>rd</sup> period of office. **Action: RA/PS**
  - **JW** would be prepared to continue for another 3 years, unless he decides to go and live elsewhere. So, a **definite** continuation for another 3 years. **Action: JW/PS**
  - **PS** is due to step down in December at the end of a 3<sup>rd</sup> period of office. However, he will be prepared to continue if a replacement cannot be found. **Action: PS**
  - **DWH** is due to step down in March 2023. There is a hope that JW would replace DWH as Treasurer, so there now needs to be a discussion between DWH and JL. **Action: DWH/JL**
- **Informing Parish Council:** Simon Sutcliffe said that he would inform the next PC meeting of the CIO's need for new trustees, in the expectation that some help could be provided. RA said that the CIO would be grateful for any help from parish councillors to expand the CIO trustees' network of community-minded people in the village. The CIO trustees agreed.

**7. Date of next meeting: \* Please note new date\***

**Monday 8 August at 7pm.** Zoom or face-to face to be decided nearer the date.

**Action: ALL**

There being no other business the Zoom meeting finished at 8.41pm.