

Minutes of Broadhempston VH&PFT CIO meeting

7 May 2024

Present –

Peter Sheridan (Chair), Joe Wegrzyn (Facilities Manager), Annabel White, Jeremy Lawrence, Andrea Dobson, Tereza Goddard.

Treasurer - Cathy Aubertin

Apologies:

Jennie Logan, Mark Moorley, David Miles (BPC Observer)

1	Minutes of the meeting held on 6 February 2024 The minutes were accepted as a true and accurate record.
2	Treasurer's report It was noted that income is above anticipated, and that the hall is busy. Accounts for the 2022-2023 year have been prepared by Ian Fraser and are now ready to be sent to the Charities Commission. A trustees' report will need to accompany the accounts. Peter will update the 2021-2022 Trustees Report to that for 2022-2023 and circulate to all for comments before sending to Charities Commission. Cathy raised a concern about outstanding invoices totalling approximately £1k and asked about the process for chasing this. – Cathy to provide list and AI to chase outstanding payments. The Insurance Policy is due to be renewed – Cathy will circulate the updated policy to all trustees to check for any required changes, particularly at Headlands. It was noted that the Electrical Installation Report required for buildings has been done for the Village Hall but the postcode is to be changed to TQ9 6FW . An EIR has not been done for Headlands. Joe will arrange for the EIR postcode for the hall to be changed and an Electrical Installation Report to be provided for Headlands. It was noted that there is a need to check that the marquee is covered in the policy and whether the door code at the village hall should be changed on a regular basis. Cathy to check policy.
3	Trustees A vote was held, and it was agreed that Tereza Goddard should become a trustee, representing the Parish Council.
4	Fete Committee It was noted that this year's fete will be organised by the PTFA. However, once Helen Bray returns from her sabbatical in September, she will take over as committee chair again and a Fete Committee reestablished. Cathy to request from Lloyds a visual access to the fete committee's bank account.
5	Headlands and Headlands Project Annabel's report had been previously circulated to trustees. It was noted that it would be helpful for parishioners to be advised, via Shout Out Broadhempston, when, for example, an inter-school football match is due to take place so that people are alerted to extra traffic, including coaches, in the area. Annabel will discuss this with the school. It was noted that a link to Headlands (and other local organisations) would be useful to have on the council's website. Cathy to action.

	<p>Cathy to send Annabel a copy of the 'Memorandum of Arrangements for Hiring of Premises' agreement between the school and village hall, so that it can possibly be (partly) replicated for the agreement between the school and Headlands.</p> <p>Following the complaint about the use of weedkiller Annabel suggested that a gravel perimeter should be put around the tennis court, when work to it takes place, so that weeds are reduced.</p> <p>In respect of grant funding for the tennis court, a small working group will be progressing an application when Sport England has finished updating their scheme to become a Movement Fund.</p> <p>Cathy to check the financial commitment made by the council and whether it was to be a loan or a grant.</p> <p>In respect of the solar panels at Headlands, Cathy will contact Roger and Dave to try to establish how these operate and where any income is going. Photos in respect of this were previously taken by Joe and sent by Cathy – Cathy to check what this was for!</p>
6	<p>Village Hall Peter's report had been previously circulated to trustees.</p> <p>Concern was raised about the use of bouncy castles in the hall and the insurance for this. Peter will check the insurance policy.</p> <p>Andrea will contact AI about the wedding booking at the end of June.</p> <p>Peter will establish how 'show arounds' are currently operating at the hall and how hirers' requests are communicated.</p> <p>Concern was raised about deposits not being obtained ahead of bookings. Andrea and Peter to consider the current processes and whether changes are required, together with AI.</p> <p>Joe will obtain a quote for dealing with the concrete subsidence beneath the heat pumps and also a quote for the clearing of the sewage pump chamber.</p> <p>Jazz: The Gipsy Jaz event was subsidised by the CIO to the sum of £80. Another jazz event may be planned for later in the year.</p> <p>In respect of the proposal for the council to take back some of the village hall land to use as parking to facilitate the village square project, Tereza gave an update and advised that the council is in negotiations with Teign Housing in respect of the pavement required for this. Once this hurdle has been overcome, there will be a need to submit a planning application for the parking bays.</p> <p>It was noted that more members of the Village Square Project Group would be welcome, and Annabel offered to put details on the school WhatsApp group. Cathy to provide Annabel with some wording for this.</p> <p>Peter will keep the SumUp machine – it was agreed that this should not be offered to hirers for them to use for payments.</p>
7	<p>Date of next meeting Tuesday 13 August, 7.30pm, in the Village Hall.</p>