

Broadhempston Village Hall & Playing Field Trust CIO
Minutes of Meeting of Trustees at 7pm on Tuesday 6 February 2024
(This meeting was by Zoom)

Present: Andrea Dobson, Annabel White (Headlands Committee), Cathy Aubertin (Treasurer), Jeremy Lawrence, Mark Moorley, Peter Sheridan (Chair), Tom Stevens (Parish Council Observer).

Apologies: Jennie Logan, Joe Wegrzyn, Al Logan (Bookings Secretary).

The Chair welcomed Tom Stevens as Observer for Broadhempston Parish Council.

1. Minutes of meeting on 11 November 2023 and matters arising:

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

2. Treasurers Report:

Financials as of 31 January:

This being the end of the first half of the financial year, the figures are generally as expected:

- **Village Hall:** Current surplus of £3997, but still budgeted to make a loss at the end of the year. General hire income is now better than rather pessimistic budget. Invoices already raised for February are already over £1100. Early income from the school annual contract payment (£6280) boosts the bank balance. General maintenance and grounds maintenance expenses were high in the first half but still under budget. The hall expenses now include the cost of employing the Treasurer which was not in the original budget.
- **Headlands:** Current surplus of £1521 with all budgeted annual income received in this first half, including the school payment of £406 and the Parish Council grant of £1000. There should be a slight reduction in ongoing electricity costs due to a new contract with New Energy. The Water bill for Headlands still to be sorted as the water meter is at the allotments and the portion of use by Headlands needs to be finalised.
Funds raised for the tennis court project are not included in these figures and have been set aside for when a major grant is hopefully won.
- **Bank Balance:** Current £50,074, plus the Fete Committee account balance of £3252 after its grants to local groups had now been made.
- **2022-2023 Accounts:** The official accounts are still awaited from Ian Fraser. These will be circulated when received. **ACTION: PS/CA**

3. Fete Committee:

- **Resignations and 2024 Fete:** Helen Bray (HB), Chair of the Fete Committee (FC), has informed the CIO that several members of the FC, including Mark Moorley (MM), who represents it on the CIO Board of Trustees, have stepped down.
MM informed the meeting that he still wished to continue as a trustee of the CIO but would no longer represent the FC. There was a unanimous vote by the trustees at the meeting in favour of MM remaining a trustee. **ACTION: PS/MM**
PS had asked HB to nominate a new representative on the CIO board but to date there has been no response.
HB had also indicated that that because of the decline in numbers on the FC it was unlikely that there would be a fete this year. HB also stated that it was unlikely that she would remain as Chair of the FC.
Councillor Tom Stevens said that the PC could be looking to assist in putting on a Fete but would need advice from whoever at the FC could give guidance.
MM thought that a one-day event based around the Village Hall and its grounds would be a lot more manageable to organise than a Fete at Headlands. A number of stalls and the Dog Show would have to be dropped.

MM suggested that the PC could turn to the school PTFA for help, as it gave a great deal of assistance last year. Annabel White (AW) felt that the PTFA was struggling to get volunteers to run its own events. Jeremy Lawrence (JL) suggested that the need for volunteers could be advertised on Shout Out and the Village Hall Facebook page. Andrea Dobson (AD) stated that a person or point of contact needs to clear for potential volunteers.

The Chair PS stated that the CIO had its own responsibilities in running the Hall and Headlands and could give only limited assistance in the absence of an active Fete Committee.

(Note: The Chair PS attended the Parish Council meeting on Thursday 8 February and the councillors have decided to approach the PTFA to seek its support in the running of a Fete this year)

4. Headlands and Headlands Project:

Annabel White (AW) had forwarded a written report. Points raised at the meeting:

- **School Contract:** AW was waiting for confirmation of the percentage increase that David Howard had agreed with the school for the Hall's contract. PS said that 4.6% had been proposed but this needs to be confirmed as acceptable by the Link Academy. **ACTION: PS to write to Matt Matthews and ask for confirmation.**
AW wishes to re-establish the similar contract for Headlands as used by the Hall. **ACTION: AW**
- **Tennis Court:** There is a sum of money resulting from donations which will have to be kept in reserve until the large grant is available for the refurbishment project. PS indicated that this would be in the savings account used by the CIO for most of the banked funds. AW is to meet with Jane Collings to agree how to communicate the situation to the donors. **ACTION: Jane Collings/AW.**
AW will contact the LTA to seek ideas on possible grant sources. AW would be interested to hear from trustees of any other source of possible funding. **ACTION: AW/ALL**
- **Defibrillator:** This has been installed with invoice to be sent to the PC. Headlands Committee have got Two PIR controlled lights working again.

5. Village Hall:

PS had forwarded a written report. Further comments were raised at the meeting:

- **General Hire:** Recent activity is showing bookings ahead of budget. Bookings already invoiced in February are ahead of budget. One wedding is already booked with others viewing.
- **Equipment and Stores:** PS expressed concern about the control of the linen, seat covers, crockery, cutlery etc for celebrations. AD said that it was part of the duties of the Booking Secretary in handling weddings. AD will discuss these with Al Logan (AL). **ACTION: AD/AL.**
PS stated that some other storage areas seem disorganised. PS to discuss with Bookings Secretary and JW. **ACTION: PS/AL/JW**
- **School Hire:** The school's daily hours have changed but the total contract hours per week of 19.75 remain the same. DWH had proposed to Link Academy an uplift in the fees of 4.6% based on the Consumer Price Index. This not yet confirmed by Link. PS to write to Link and get confirmation that increase acceptable. **ACTION: PS**
- **Alarms:** It was agreed that the codes for the smoke alarm, which goes off very occasionally by accident, should be made known to trustees. A notice for hall users will be put by the alarm control in the lobby giving a list of trustees to contact if the alarm sounds: **ACTION: PS**
- **Air Source Heat Pumps/Heating System:** Reliable so far but PS and CA will check on insurance availability. **ACTION: PS /CW**
- **Upper Grassed Area for Parking:** Councillor Tom Stevens reported that there has been a good public response so far to the questionnaire for/against a pedestrian square and which closes on 29 February. When papers counted and result is known and if there is public approval, the Council will get firm costs in place of estimates and then decide whether to continue with plan or to drop it completely. It will be an item on the council's March agenda. **ACTION: Parish Council.**

6. CIO Trustees: Dave Howard has now stepped down A post in Shout Out Broadhempston asking for volunteers as 'Friends' of the hall resulted in one person putting their name forward. **ACTION: PS**

7. Date of next meeting:

Tuesday 7 May 2024 at 7.30pm. This next meeting to be face-to-face in The Beacon Room. ACTION: ALL

There being no other business the meeting finished at 8.20pm.