**MINUTES**

**ILSINGTON VILLAGE HALL MANAGEMENT COMMITTEE (IVHC)**

**Monday 29th January 2024, Ilsington Village Hall Meeting Room, 7.00pm**

**Present:** Penny Biggs (PB), Chris Sheldon (CS), Sarah Jayne Warner (SJW), Mark Parsons (MP), James Luxton (JL), Jane Turner (JT), Jenny Prior (JP), Rose Underhill (RU), Catriona Pinnington (CP), Jeremy Sackett (JS)

**1. Apologies:** Nicol Bush (NB), Lisa Tandy (LT)

**2. Minutes of the Committee Meeting on 18th September 2023** were agreed as an accurate record

**3. Matters Arising**

A list of ‘matters arising’ was reviewed by PB and the following were noted or carried over for action. Other previous actions were agreed to be covered in the meeting:

NOTED:

CS advised he is testing the fire alarm system monthly

SJW noted the School are testing the fire alarm as required

ACTIONS:

RU to advise PB/CS about i) what equipment is needed in the store room and ii) report back about whether Twiglets are doing the required fire alarm test

LT to post Insurance document to website noting this is for non-commercial hires

LT to add website link to Shop food and drink ‘menu’

LT to continue trialling posting of community events on Facebook

CS to progress renewal/consolidation of fire service providers (to include Shop’ requirements) by 1/4/2024

CS to progress repairs to kitchen/hot water cylinder/shop tap/other as and when appropriate

JL may progress discussions with School re minibus if appropriate at a future date

JL to conclude current Shop water and electric service agreements

PB and SJW to conclude the PHS contract

**4. Events**

Past events were reviewed (specifically Christmas IVH/Shop Get Together and Simms Hill). There is interest in repeating the former.

Other points discussed were:

1. agree up front involvement of Friends and profit share arrangements, as well as timing of events if we want to attract parents/children
2. the importance of identifying event-related donations as well as general donations vs income (important for VAT-related matters)

ACTION: PB/SJW to agree new process

Future events were discussed in detail. Please see summary of opinions/preferences attached. Decisions re 2024 events need to be reached asap. PB, CS, LT will determine best options and advise the group re next steps.

**5. Booking Clerk's Report**

NB provided a report confirming new bookings were up considerably, which is positive news, plus increased School hours at end of 2023/2024.

It was confirmed the IKEA voucher should be used for children’s kitchen supplies e.g. beakers, plates, jugs as NB deems appropriate, plus any other kitchen equipment required, plus 2 high chairs

ACTION: NB to confirm School have the new form contract

ACTION: NB to purchase desired items with IKEA voucher

**6. Treasurer's Report - SJW**

SJW ran through previously provided i) cash flow from current and savings account ii) income reports and iii) expenditure reports from 2023 and 2024 and there was a further discussion about the split of event donations versus event sales and general donations

JS requested more detail about movements between the savings and current account

PB requested more info about payments to/refunds from Bellamy’s

SJW / JL confirmed the changes to web domain provider to save money. JL also noted the opportunity to consolidate other website service providers e.g. WIX and work with the Shop (in conjunction with LT) to potentially consolidate websites at a future date

SJW confirmed the music licence application is still pending but should be based on a lower amount of income (based on new rules). SJ to determine if previous applications should have been submitted under the same guidelines/ consider merits of any retrospective review vs effort required

The current auditor was confirmed to continue for 2024 under similar payment terms and SJ will progress

ACTION: SJW to amend how saving/current account movements are reflected

ACTION: SJW to renew auditor contract

ACTION: SJW/PB to conclude i) recording of donations and ii) cleaning invoices

**7. Hall Operations/Administration**

HALL

CS updated the group re various hall maintenance issues (see actions above).

CS also updated the Committee re his discussions with the Parish Council (PC) about their centralised ownership of defibrillators in the area. He has specifically advised them of i) our concerns re costs (maintenance and renewal) and ii) the burden of responsibility that falls on the IVH Committee for ongoing maintenance and use of the machine at IVH. The PC are considering options but at this stage we do not know if/ how this will be handled going forwards.

CS advised the Committee that we no longer have paediatric pads on our defib.

CS also confirmed he is carrying our fire safety testing monthly, which the group agreed was an appropriate frequency.

GROUNDS

MP (following on from CS’s discussion with the PC) confirmed he was following PC direction to get quotes for the repairs identified in the 2023 ROSPA report (to the multi-play equipment) and would then apply for a PC grant as they have directed. Quotes will come from Rhinoplay who will visit the playpark to assess the required repair prior to providing the estimate.

MP will also assess and confirm the fencing repairs required and whether we would seek funding from the PC or address directly.

MP has attempted moss removal but this has not proved satisfactory so will assess other options.

JL noted the Shop may want to place new equipment e.g. bench in the playpark. IVH would support this but would like to understand the plans before action is taken.

ELECTRICITY/SOLAR

JL provided a detailed update on the significant work undertaken to i) secure the Teignbridge grant and ii) get the new solar panels installed. The work is now complete but final actions need to be taken by SunGift to ensure everything is operating as required before we pay the balance of their costs. JL is liaising with SunGift re timing of the invoice as it relates to i) completion of their project ii) potential for VAT reduction (due to new Govt exemption for charities installing solar, as of 1/2/2024) and iii) obtaining approved grant monies from Teignbridge.

JL/CS believe the solar panels are already delivering the objective of reducing IVH electricity costs, which will ultimately be of significant benefit to the Shop.

JL advised he is investigating Lottery grants available/work required/cost of installing batteries (Tesla

power panels) which he believes will deliver significant additional savings for all but particularly the Shop. Cost estimates so far @ £24k with grant opportunities for £20k. The question is how to cover the shortfall.

JT asked that JL liaise with the Shop re how they might assist in moving this forward

JL/CS noted better monitoring is in place/is being enhanced which will bring significant insights/benefits.

JL noted that in @2 years we may be able to move onto a better electricity contract/tariff.

CS advised he has applied for a Govt Energy Audit which may enable us to apply for a grant to cover the full cost of batteries and use the Lottery grant instead for future EV installation

CS also advised there was potential for the Smart Export Guarantee to provide additional £ on top of the current FIT payments received.

CS suggested that for Village Halls Week (18-24 March) we have a ‘going green’ event to promote the work undertaken above. JL supported this suggestion.

ACTION: MP to advise re playpark cost estimates/grant funding and fencing repairs

ACTION: JL to advise re next steps/decisions re solar and ii) liaise with JT/Shop as appropriate

ACTION: CS to advise re Govt Energy Audit grant opportunities

**8. Policies & Documentation Priorities**

CS advised the final version of the Hiring Agreement has been circulated for comments. This is a more user-friendly format and contains additional conditions e.g. permission required for a hirer to use their own electric equipment for i) safety reasons and ii) to ensure no unreasonable energy use (as per situation at NYE party.

CS also advised he has signed up for the Charities Excellence service/website which may provide better access to grants (vs GRIN at £60 p.pa), plus policies, guidance etc.

**9. Grants & Funding**

See above

**10. Shop Report**

JT advised that consideration needs to be given to the one-way system that is (should be) in place for safety reasons around the Shop and Hall. JT/MP will consider what is required e.g. improved signage and/or road markings. SJW will remind the School of the correct (if no longer clear) entrance/exit routes.

JT advised the handrail by the shop needs to be repaired. Various options are available. MP and JT to liaise re the best way forward, costs etc.

ACTION: MP/JT to report back re plans for signage and handrail repair.

**11. AOCB**

PB requested JT please update the Booking Clerk advert on the Shop notice board and PB would do the same on the IVH notice board.

CS advised the group he/JL had identified that money (est.£119) had gone missing from the coin meter on at least 2 occasions. It is not known how this happened as the coin meter is locked but there could be old copies of the key in circulation. This is extremely troubling and whilst no further action will be taken with the Police the Committee needed to be made aware of the theft.

CS advised that measures have now been taken re the coin meter specifically i) a new secure lock has been fitted ii) only CS and JL have keys to the meter and iii) either CS or JL would always have one other person present when money is removed from the meter.

Similarly, for the protection of all Committee members it has been decided and was agreed by all that a new cash handling policy will be introduced which requires:

* 2 people to check all cash e.g. at events any cash being removed from the ‘working float’ must be counted into a secure tin and at the end of an event all cash must be counted/recorded by 2 people
* Cash will be paid in directly to the IVH current account using the Lloyds’ paying in book

It was noted that we will purchase a suitable cash box for future events and where possible the Sum Up machine will be used vs cash. We will continue to borrow Friends’ machine whilst this is available/practical.

**THE MEETING ENDED AT 9.30 pm**