

## Henry Samuel Village Hall Committee

Minutes of the meeting held on Tuesday 21<sup>st</sup> January 2020 19:30 in the Lawling Park Hall Katonia Avenue Mayland.

### 1. Welcome.

Carolyn Gilbey opened the meeting at 19:31.

Attendees:

Carolyn Gilbey	Barry Edwards
Linda Haywood	Mel Clarke
Terry Kelly	Rob Webb
Pat Wright	Debbie Down

### 2. Minutes of the previous meeting.

Barry Edwards proposed the minutes of the previous meeting as a true and accurate record. Rob Webb Seconded.

### 3. Matters arising from the previous meeting.

There is still no black bin for the hall. It was decided to wait until it was needed. The key safe is still not up and running. Karen has returned the hall keys to Carolyn. Grant meeting forms have been divided between Barry, Carolyn and Debbie and there are six in progress. Terms of Reference will be on the next parish council agenda. The annual accounts have been completed and had confirmation from the Charity Commission, with the next one due in April. Water and electricity bills are now being paid via direct debit and all bills are going to Linda Haywood, treasurer. Plan B is still an ongoing option depending on grants and will be discussed at the next meeting. Concealed entrance sign has been discussed and can be purchased from Amazon on next day delivery. There has been interest shown by John Carpenter in joining the committee and will be asked if he would like to attend the next meeting.

#### 4. Election of Chairperson.

Carolyn Gilbey was nominated by Barry Edwards and was unanimously accepted. Barry suggested that a vice chairperson would be decided on the night if Carolyn is unable to attend. This was agreed by all.

#### 5. Grants.

There is currently the possibility of six grants. These have been split between Barry, Carolyn and Debbie who have taken two each but until we have an architect applying for grants will be difficult.

#### 6. Architects.

There are currently three quotes which are too expensive. A suggestion was made by Barry that we could possibly take sections from each quote and work within the group. The two architects which Barry and Terry have met with are Annabelle Smith and John Jones. The committee all agreed that the preferred architect would be Annabelle Smith due to her unique approach with forward thinking ideas.

#### 7. Roll of Honour.

Barry has suggested that we have a roll of honour for people who have helped. It was suggested that this be advertised in the Mayland Mayl and possibly on a board outside of the hall for contractors who donate their time and/or materials to the project and donations from the general public be recognised in our tri-annual newsletter.

#### 9. VAT and Charitable Status.

Debbie Down updated the committee on the payment of VAT. A copy of this is attached with minutes.

10. Housekeeping Calendar for 2020.

Barry suggested that we have a calendar for annual and quarterly events (safety checks etc.)

11. Evaluation of Fundraising Events.

The committee have agreed that the boot sales, garage sale and craft fayres were a success during 2019 and will look to continue with these events.

12. Fundraising Calendar 2020.

It was decided that we will start the boot sales again this on the first Sunday of every month starting May possible April depending on the weather and the garage sale will be held on the 6<sup>th</sup> June.

13. Hall Hire.

It was brought to the attention of the committee that the photographer still wishes to use the hall as he is having trouble trying to find alternatives. The table tennis and choir are still using the hall. It was agreed that they can still use the hall. Keys must be collected in person and payment made. The hall charge will be £6 an hour and reviewed when the hall is refurbished. There will be a temporary agreement which must be signed.

14. Newsletter.

Newsletter has been distributed and it was agreed that we would continue with the newsletter every four months.

15. Any Other Business.

Barry will write to Maldon District Council notifying them that the parish council have taken over as trustees. Terry suggested that we contact certain different groups regarding usage of the hall, which had been discussed at the

grants meeting held earlier and everyone agreed. Linda updated the committee on the current funds in the bank account:

£3213.55 current a/c

£4957.48 savings

£7817.03

The next meeting will be held on the 18<sup>th</sup> February 202 at 19:30 in the Lawling Park Hall.

Carolyn closed the meeting at 21:02