

## **Henry Samuel Village Hall Committee**

Minutes of the meeting held on Monday 29<sup>th</sup> July at 14:00 in the Lawling Park Hall, Katonia Avenue, Mayland.

### 1. Welcome.

Karen Ball opened the meeting at 14:12.

Attendees:

Karen Ball	Carolyn Gilbey
Barry Edwards	Linda Haywood
Mel Clarke	Debbie Down

2. Apologies for absence Richard Smith, Terry Kelly, Rob Webb and Pat Wright.

3. Proposal of the minutes of the previous meeting as a true and accurate record by Carolyn Gilbey and seconded by Mel Clarke.

4. Chairperson Karen Ball updated the committee regarding the terms of reference, constitution and finance policy and has agreed to email copies of templates for above to each member of the committee so that the right one for the Henry Samuel Hall can be decided. Karen has been contacted by BBC Essex Radio and will be making an appearance at 21:00 on the 30/07/19 to promote the fundraising and restoration of the hall. Karen has also informed the committee that Ken Stevens who was hiring the hall for the table tennis club gave her £160 towards the balance of what he owes, he still has £120 outstanding will be hiring the hall again for the table tennis on a fortnightly basis from the 23/07/19. It was suggested and agreed by all that we should collect the keys from current hall hirers to be held by members of the committee and keys should be collected as the hall is hired. There are currently nine sets of keys, five of which are being held by members of the public who hire the hall, the others are held currently by Karen Ball, Barry Edwards, Terry

Kelly and Carolyn Gilbey. It was also discussed that future hire of the hall would be done through the parish council calendar.

5. Cllr Barry Edwards has confirmed that the charity forms have been signed and uploaded to the Charity Commission website by Sue Gibson and are just waiting on confirmation as she is only able to upload two years of back accounts at a time. Cllr Edwards informed the committee that we are still waiting for the Land Registry completion. A 1956 Land Registry form was given to Cllr Edwards and there should be another dating to the 1980's which is still to be found. Public Liability Insurance and payment schedule are in place and the first payment of £68.53 will be going out on the 01/09/19 with a further ten monthly payments of £68.50. Cllr Edwards informed the committee that the we are still waiting on the asbestos survey which will be coming out of the £670 Council grant and can cost up to £500 depending on the samples taken. £200 has been spent on the structural survey. Electrician Paul Galilinas has passed the electrical with some restrictions. (we are unable to use the external lights, which must be clearly stated on the electrical box). Cllr Edwards has spoken to a separate electrician about pricing a full package and is still waiting for a price. We are still waiting for the architect. Cllr Edwards will forward a list of names of people who are donating their time and labour.

6. We are unable to receive Terry Kelly's update at present.

7. Treasurer Linda Haywood updated the committee on the financial standing of the hall and has informed everybody that the ban accounts cannot be updated to the current committee until the charity has updated its records. It was agreed by all that there should be a petty cash allowance of £70 for small emergency purchases. Linda updated everybody on the current utility bills including the Council Tax, which is £83 per month, Electricity at £18 per month which is currently £77 in credit and a water bill of £80 that is being queried as it was estimated and not a reading. It was agreed by all that the bills would all be put on monthly payment plans. All agreed that the bills would go to the Chairperson. The current bank balance stands at £3,864.91 comprising of £690.88 for bills and £3,174.03 from fundraising. Breakdown as follows:

£1,500.00 from Nisa	£519.90 Photo Exhibition	£519.90 Craft Fair
£90 donation	£537.60 Garage Sale	

8. Updates from the subcommittee meeting held 29/07/19 10:00 are as follows:

A boot sale will be held on 08/08/19 on the Lawling Park Hall

A race night will be held on 27/09/19 in the Lawling Park Hall

A Christmas Bazaar will be held on 29/11/19 in the Lawling Park Hall subject to not clashing with other local Christmas Fayres

Santa Sleigh will be taking part on 13/14/15 December also subject to the availability of the sleigh.

Karen will be approaching Asda and CO-OP

Debbie will be approaching Tesco and Morrisons regarding their community schemes.

9. Terms of Reference to be discussed further at a later meeting.

10. Cllr Edwards gave an update on the grants and will circulate the main form to the committee for reference on applying for different grants. The EALC main grant of £10,000 must be registered by 18/08/19 and Cllr Edwards will action this. EALC mini grant will be applied for by Debbie Down and it was decided that we would apply for it for the Electrical Compliance Survey and general repairs.

11. Carolyn has contacted the Mayland Mayl and the new lists will be out in September. A website for the Hall was discussed but it was decided that we would stay with Myland Parish website.

12. Linda Haywood raised concerns about the leak in the toilets and contacted Peter Brook, the plumber who did the original work but has had no response and will continue to contact him to fix the problem. The idea of having a Henry Samuel Hall newsletter which can be distributed to the people of the village on a monthly basis keeping people up to date and letting them know how much things were costing was decided to be a good idea and will be worked on, it was thought that transparency is the best way forward when asking for help from the local community. It was also decided that Barry Edwards talk to Tracy Carpenter from the choir about her donation to the Hall. It was also agreed by everyone that a letter be raised and sent to Trevor Chapman thanking him for all his hard work and kind donation the restoration fund.

14. The date of the next meeting to be held in the Lawling Park Hall will be 27/08/19 at 19:00.

15. Meeting closed at 16:03.