

## **Hemswell and Harpswell Village Hall Agenda**

Thursday, 11 January 2024

### **1. Present:**

Tina Ramsay, Sally-Anne Everatt, Marlene Jackson, Rosemary Jackson, Stephanie Franklin

### **2. Apologies**

n/a

### **3. Matters arising from 3/8/2023**

Committee discussed previous meeting action points:

Fire extinguisher signage- this has been purchased and will in put in place at the earliest convenience.

Window cleaner- job completed and paid

Safe for memory books- Tina has carried out some research and committee discussed position of the safe. Decided the alcove in the main hall would be a good place for the safe so members will measure the space and purchase a suitable safe to store the memory books.

### **4. Future running and upkeep of the Village Hall**

Committee members Rosemary Jackson and Tina Ramsay expressed their wishes to step down from their roles within the committee which opened up a general discussion regarding the future of the village hall. The committee agreed that the village hall events are often not attended by local residents and the work involved to manage the upkeep of the village hall sometimes feels overlooked. The committee is currently made up of 5 volunteers who have given their time and efforts for many years and they feel perhaps it is time for a new committee to be formed or perhaps consider the future as if there is no interest from the community then perhaps the hall needs to be managed differently. The committee agreed to contact the Parish Council for their opinion/advice on the matter. Also agreed that a note can be attached to the front of the next edition of the Trent Gazette to highlight the situation to the local residents to see if there is any response to guide the next steps for the village hall and park. The committee is unable to continue with only 3 members so action is required to secure the future for the village hall and park.

The committee also agreed that a questionnaire/survey may be used again to hopefully collate feedback from residents to support the matter further.

These discussions will continue between the committee and will be further documented at the next meeting.

### **5. Finance and legal requirements**

#### **Outstanding electric bill**

Tina Ramsay has contacted Ken Martin to query the bill and is awaiting a response.

#### **Safety checks – electric, ROSPA etc**

Marlene Jackson will contact the electrician to complete the necessary work.

Steph Franklin will contact ROSPA to book a visit at a convenient time to carry out the risk assessment and report.

#### **Public Liability Insurance**

Due to renew in May- Marlene Jackson is aware and electrician report will be completed in time for this renewal.

### **Grass cutting contract**

Thank you to the Parish Council for the contribution to the grass cutting. The £500 was not quite enough to cover the year so the village hall account paid for the last 2 cuts. For reference the grass cutting was £50 a time.

### **Financial update**

£15,500 total in the account

£458 in the savings account (includes grant money for signage yet to be spent).

## **6. Maintenance and upkeep**

### **Query re electrics**

Steph to ask Phil for an update as he's kindly been managing the Octopus account to send monthly meter readings. We're able to access the account via the account and monthly payments have been set up.

### **Query re Anglian Water Meter**

Discussed work that was carried out on the village hall property without any prior knowledge. Tina Ramsay asked workman for information and they stated they were fitting a meter but there has been no correspondence to the Village Hall and bills appear to be unchanged.

### **Query re keeping heating on low to prevent burst pipes**

Agreed to keep the heating on a low setting to help with areas of damp appearing on the walls and to help prevent the possibility of burst water pipes.

### **Locking up checklist (20/9/2016)**

Rosemary Jackson shared the lock up document from 20.09.2016- agreed it was a good idea to update the document and make copies for hirers to read and sign. A laminated copy will also be left in the village hall for reference.

### **TV License**

Need to declare and set up payments now we have a TV in the village hall. Marlene Jackson has agreed to organise this.

### **Signage**

Savings account has the money from the grant to spend on new signage. Committee members discussed some ideas and Rosemary Jackson shared some of the research she had done but it was agreed more research was needed before coming to a decision. Steph Franklin suggested looking at local signage on village halls to help with ideas to find something in keeping with the age of the building.

## **7. Any other business**

**VH report to Parish Council-** Steph Franklin to email the PC to inform them of the discussions around the future of the village hall committee. The minutes will also be forwarded for their information.

**Future events-** no upcoming events in the diary other than private hire for a birthday party. Committee agreed to hold off planning until the next steps have been taken regarding discussions for the future running of the hall and park.

## **Village Hall Golden Anniversary and May Day 2024**

To be discussed at the next meeting.

We would require a separate committee again like last year in order for May Day 2024 to go ahead as Tina Ramsay is unavailable this year and it is too much for 4 volunteers to plan, organise and run the event.

### **Dates of future meetings**

TBC

### **Actions for next meeting**

- Analyse feedback from questionnaires/surveys sent out to the residents of Hemswell and Harpswell
- Outcome from local resident feedback on the future of the village hall and park
- Discuss feedback from Parish Council meeting
- Trent Gazette- upcoming events to promote depending on outcome for the future of the village hall
- Organise a May Day committee if the event is going ahead in 2024
- Safety checks all completed and filed.