

Minutes of Mission Hall Trust committee meeting Tuesday 15th October 2024.

Present:- Bill Egerton, Shirley Davies, Sue Davis, Sue Wintle, Sue Cottam, Anthea Heathershaw, Maureen Cribb, Maureen Morris

1. **Minutes** of Committee meeting of September 10th 2024 were approved
2. **No conflicts** of interest. **Matters arising** not included on the agenda - The online wrought iron & stone MH sign was liked. **SueC** to choose a suitable font & measure up for size then send to all for approval before ordering. Will be installed after the hall work has been completed.
3. **Finance** documents from September 1st to October 13th were shared by Bill. £66,640.83 in the account. Maureen M handed over proceeds from events so will be nearer £67,000.
4. **Building work decisions re. finance & dates for starting - Windows** measured 16th October. Bill ascertaining how they should open due to conflict of suggestions between DCC & JAIC. Plans need to be drawn by JAIC, submitted & approved by DCC before they can be made. Windows should be installed **during December** if all goes to plan. **Rest of work** - Mike Fuller & team will start **January 6th and should take 6 weeks**. Bill's predicted cash flow over the next 6 months showed that finances were tight & this led to decisions having to be made as to what work would be done at a later date e.g. skirting board, porch, fire door, guttering and improved lighting. (Since this meeting Bill has spoken to MikeF & as no VAT was included in his prices the guttering & skirting board may be able to be included again. **Bill** contacting Dave Kerr, decorator, to see whether his quote needs VAT adding. If not, this may open opportunities to include more work). Bill had written to Matt & Justine Lloyd, the new owners of Church Cottage explaining the work would include lowering the ground level outside the adjoining passageway & about the clear glass top panes. No reply received as yet. **Bill** writing newsletter for SP villagers to explain work being done, time schedule of work & hall closure, requesting storage space & volunteers **between Christmas & New Year** to help clear the hall plus explanation re. finance shortfall. **SueD** to post Bill's newsletter on the SP Community Group FB page. Finances of SP Victorian Fair discussed. **Bill** to contact DaveL re. their account. Bill & Ruth were thanked for their thoughtful offer to make a loan to the MH should there be a shortfall at any time.
5. **Schedule for trustees to prepare the hall prior to building work** - December 27th - 30th suggested as days for moving everything from the storage cupboard then cleaning it prior to painting, clearing top of cupboards in kitchen, under stage and back WC area. Move all furniture to centre of hall. **MaureenM** to ask Yoga teachers to take mats etc away. SP Society will take away their boxes & do not want to keep the large frame of SP Society on stage wall. **SueD** to place the bookcase for sale on FB marketplace. A shelf to be added right of stage for MH files.
6. **Charity Commission update** - The annual return & the questions form sent by them has been completed by Bill & returned.
7. **Lease renewal update** - 3 years before lease expires. No response from PCC's letter yet. **Shirley** will wait another month before nudging solicitor. Payment of solicitor discussed. Fee not known as yet.
8. **Policies** update - All potential & current policies were looked at again. **Safeguarding** statement is included in the MH Conditions of Hire document & agreed by all to be sufficient. **SueC** to make a SIGN for inside hall re. responsibility of adults with children in their care. **Finance** policy was agreed by all (Version 2nd draft 22nd February 2024). **SueC** to use a village hall template to create a draft **Equal opportunities** policy. **Health & Safety** documents in kitchen area will be reviewed & updated if necessary Colin Marsh will do a **Risk Review** after the building work is completed.

9. **Fundraising events- November 4th** MH Friday Coffee morning. MaureenM would like to give proceeds from a Raffle to Children in Need. Cakes will be made by Shirley, SueW, SueD & MaureenC who will also be i/c raffle. Donations welcomed from all. **Monday December 16th** Village Carol Service with Salvation Army. Decision made to have no additional events until after the building work is completed.
Grant applications - Britford Bridge Trust £4,49.60 to be spent on chairs. Underspend to be returned Examples at alpha-furnishing.com Three other bids this month have been made to funding organisations for money towards the decorating. One for garden area repair post building work. One for wooden garden furniture.
10. **A.O.B.** - SueW would like us to use the email address susanwintle31@gmail.com
AntheaH explained TonyH checks bins have been put out & dog bags have been put inside. SueD to make a laminated sign for the bins re. No dog waste. Thanks from all to Tony for his weekly checks.
11. **Date & time of next meeting** - Tuesday November 12th