



Kelsale Village Hall

Registered Charity No. 267376

Kelsale Village Hall Management Committee Meeting. Wednesday 4th November 2020 via Zoom at 7pm

1. The chairman (MC) opened the meeting at 7.05pm and welcomed those present and introduced everyone.

Present: Trustees Mary Clarke (MC), Simon Ransome (SR), Chris Burslem(CB), **Committee Members** Sarah Scrivener (SS), Caroline Harker (CH), Liz Flight (LS), Simon Francis (SF) **Public** Julia Ewart.

2. **Apologies for absence:** Kayleigh Stubbs (KS). Ellen Denny sent an email prior to the meeting to resign as the Social Club representative on the committee, MC proposed and CB seconded that our thanks are sent to Ellen, we really appreciate all of the work that she did over the years and thank her for it.
3. **Minutes of the last meeting** these were agreed and signed, MC proposed, CB seconded.
- a. **Matters arising**
 - i. **SR to complete change of bank mandates** (See treasurer's report below)..
4. **Trustee and Committee Roles and the Constitution and Governance of the Charity**

MC reported on the work she is doing on the constitution, there are certain areas that need updating including more inclusive wording around equality and diversity, and the broad scope of the role of the committee and encouraging more people to join who are able to support the local community. Also to be decided is the issues of the number of Trustees needed for a meeting to be quorate (suggested 3 out of the 4), also the re-election of the Chair, it was suggested that this could be annually at the AGM. Also the minutes and the agenda for the committee need to be placed on both Kelsale and Carlton notice boards, the ability to hold meetings via Zoom and decisions about how voting and decisions are made. There was a general discussion around these issues and MC will continue to work on the constitution and bring her progress to the next meeting in December.

5. **Treasurer's report (please see attached report).**
 - a. **Finances:** SR reported that all mandate documents had been forwarded and signatories transferred. The main HSBC current account at the last statement (20/10/2020) had £9626.83. SR reported that he has managed to track down the details of the COIF Bank Account and whilst still awaiting a statement he has been told verbally that there is £2823.30 in this account.
 - b. **100 Club:** At the last statement (20/10/2020) there was £1033.25 in the account. David Granville-George has kindly agreed to continue as administrator of the 100 Club, the renewals will be due in January and discussion was had about publicising this in the Community News in the hope of gaining new subscribers. Due to signatories not being available SR paid the prizes for September and October and also the lottery licence of £20, this will be reimbursed.



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- c. **Insurance:** SR reported that they have been advised that the Village Hall does not currently have sufficient insurance cover and a survey may need to be paid for (around £400) to ensure the correct level of cover. JE suggested trying the NFU in Halesworth as a possible insurer SR to investigate this. The possible claims for business interruption and theft/fraud claims are ongoing.

6. **Business Planning, website and Social Media, publicity.**

SS has produced a draft mission statement and a contact list will also be made available on the website. JE discussed in detail her idea for the Village Hall to be used as a venue for musicians to hire for practice sessions as the acoustics are good. KS who is in charge of booking was absent from the meeting, her input on the current bookings system and any possible changes can be discussed at the next meeting. JE to explore this idea further and will put a plan together. SS said that if any major modifications were needed to the website such as an eventbrite style calendar then this may need to be handled by a professional web designer.

There was also a discussion of the pricing structure, whether this needs to be reviewed and also to ensure that people are aware that the VH also offers a table and chair hire service.

SR has had his designs for the Christmas cards printed and these will be advertised and distributed in the hope of raising some much needed funds for the VH. SR has reiterated that he will underwrite to cost of these so the VH cannot lose money.

7. **Hall Maintenance and reopening:** As we have just entered a further month of lockdown in England the reopening plans are on hold for now. LF has worked incredibly hard to put together our Risk Assessment, and she said that she is happy to steer the way and keep things updated in the months ahead, she is adding an new information to the top of the document as it comes through for ease. LF said that lots of work was done over the summer making the VH covid safe so once we are allowed to reopen this should be as smooth as possible. MC thanked LF for all of her hard work.

8. **KVH annual return to the Charity Commission:** this has been completed.

9. **Thanks:** The family of Mimi Slaymaker kindly donated 6 plates to the VH with views of Kelsale on, the plan is for a display case to be made and theses displayed in the VH, with an unveiling event when the situation allows inviting Mimi's family and the village residents. CB proposed and MC seconded a letter of thanks to be sent to Mimi's family.

Adair Lodge have given a donation to the VH of £300, all present gave a vote of thanks to SF for this kind donation and for their support and loyalty.

10. **Correspondence:** MC has written notes of thanks.

11. **Bookings:** No current bookings.

12. **Future Events:** None planned.



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13. **Report from the Parish Council:** CB reported that the PC voted to pay for the bookings they have not used this year due to the Pandemic as a support to the VH, SR to send an invoice asap.

14. **Any Other Business:** MC has spoken to the Social Club and they do not need a rent holiday and are happy to continue paying. Discussion around SR and CB being key holders should the alarm go off.

Date of next meeting

Saturday 5th December at 10.30am via Zoom unless the Covid restrictions change.

Meeting closed at 8.45pm.