

Dated: Monday, 14th October 2019

The meeting commenced at 19:00 hrs

1. Present

Alan Drew (AD), Betty Geary (BG), Barry Richardson (BR), Claire Mills (CM), and Ian Divers (ID).

2. Apologies Received

Marie Geary (MG).

3. Previous Minutes

The Minutes of the meeting on 08/07/2019 had been circulated. The minutes were agreed as accurate and were therefore adopted. Proposer: Barry Richardson (BR), Seconder: Alan Drew (AD).

4. Chairman's Report

Alan Drew (AD) presented the Chairman's Report.

1. **Policies and Procedures (P & P's):** Alan (AD) the Chair apologised that for various reasons he has not been able to produce the Risk Management Policy and Procedure 02 at present. He will still endeavour to produce the document. **Action: Alan (AD).**
2. **Poor wheelchair access to the hall:** Further investigation of the regulations has shown that a cheap and cheerful solution will not be acceptable to the authorities. Alan (AD) will contact the architect Richard Meynal (RM) to ensure that any proposed plan will be totally compliant. **Action: Alan (AD).**
3. **Key register:** The Chair informed the meeting that the keys register is in abeyance until a more secure front door access solution can be installed. **Action: Alan (AD).**
4. **Working Party:** Sue Monks (SM) and Marie Geary (MG) were invited and attended the meeting.
 - a. It was agreed that to have any chance of setting up an Arts Festival for September 2020, we need to get the process in place asap. It was recommended that we approach Jules Simmons (JS) involved in the project on a contract basis. She is still interested in the idea and is keen to make progress. Sue (SM) suggested also asking Ann Beazer to be involved in the organisation of the project.
 - b. Barry (BR) asked if there is any indication that the "Village" would actually support any type of Arts festival. Alan (AD) mentioned the questionnaire that will hopefully go out to all the homes in the village. Claire (CM) pointed out that with the schools involved a lot of parents will turn up in support. A point was made that now many of the children at Birdham Primary School do not in fact come from the village at all.
 - c. Barry (BR) also mentioned that planning of resource and dates is crucial as many of the required rooms in the Village Hall are rented out everyday for regular hirers.
 - d. It was agreed by all that the whole exercise has to be run as a commercial operation. Jules (JS) suggests a biannual event to avoid burn-out of volunteers and perhaps to have an event theme to ensure a fresh approach each time. **Action: Working Party.**

5. Treasurer's Report

The Treasurer, Barry Richardson (BR) presented the accounts position as of October 2019.

Bank Accounts. Balances at 30th September 2019:

• CAF Cash Account:	£6,848.72	
• CAF Gold Account:	£5,101.59	
• CCLA/COIF:	958.15	(Income Units)
• CCLA/COIF: (£10,000.00)	54.61	(Accumulation Units)

NB: The Income Units have generated interest of £126.38 in 3 months; with the Scottish Widows Account we received £20.67 in 2018, and £24.96 in 2019.

1. **Electricity:** The position now is that Barry (BR) has:
 - a. attempted to contact a Heating Consultant to review the possible options, e.g. gas, solar panels, but so far without success.
 - b. still to review the renewal options regarding the current contract with SSE which is due for renewal in December.
 - c. been contacted by Utility-Aid; they provide a service to review the current rates we are paying, and also to review previous invoices to check that we have not over-paid. We have provided the information requested and await their response.
2. **CAF Bank:** We are applying for a Mastercard Business Card for the Chairman. The Treasurer has been issued with a Card. **Action: Barry (BR).**
3. **Broadband:** Barry (BR) has set up a new password, but still needs to produce a handout detailing the connection details.
4. **Laptop** Barry (BR) is keeping the laptop at home until we have control of the allocation of keys, and it can then be stored in the Hall.
5. **Charity Commission:** Working with Ian (ID) and Gordon (GC), the BVHT entries on the Charity Commission Web Site were updated, and we also added the required information from the 2018 Accounts.
6. **Chairs:** Barry (BR) has replaced the original stacking chairs in the Main Hall with the 50 new chairs with gold frames, and we now have these 50 chairs with two trolleys each containing 23 folding chairs. We now need to decide what to do with the old 98 stacking chairs with black frames. Barry (BR) has tried to find out the cost of refurbishing & recovering these chairs but so far without success), and whether we need to order any more folding chairs.
7. **Television Licence:** We have been contacted by Television Licensing regarding a licence for the Village Hall. The Social Club did have a Television Licence, but this was cancelled in January 2019. Barry (BR) has written to Television Licensing explaining the situation and is still awaiting a response.
8. **Tower Youth Group:** Barry (BR) has investigated options regarding supplying the youth group with a table tennis table and provided Claire Mills with these options.

6. Secretary's Report

None at present.

7. Birdham Parish Council

The Birdham Parish Council update was presented by Barry (BR).

1. **Parish Clerk:** Unfortunately, David Siggs will be retiring at the end of the year after 10 years as Parish Clerk. The council is working with SSALC to recruit a replacement as quickly as possible; so that they can spend time with David before he leaves.
 2. **Local Plan Review:** The response from CDC has been delayed due to the need to review the large number of responses that were received.
 - a. A number of meetings were held to discuss the possibility of a combined response from the 11 Manhood Parishes – unfortunately it has not been possible to obtain an agreement to do this.
 3. **WSSC:** Further savings of approx. £29 million could be required.
 - a. The mobile waste/recycling centres at Selsey & West Wittering could be removed as part of this cost saving. Discussions are being held between CDC and parish councils to determine if other options/possibilities are available. It has been agreed that there will be a consultation, organised by WSCC, across the 7 parishes affected before the end of the year.
 4. **New Homes Bonus:** We have applied for funds from this bonus for new playground equipment for younger children; replacement goalposts, and gates/fencing for Triangle copse. We are still waiting to hear whether our applications have been successful.
 5. **Funds:** We are investigating applications for other funds, e.g. all-weather path around the field, outdoor gym equipment, Multi Use Games Areas (MUGA's).
 6. **Community Resilience:** We have commissioned and tested new radios; and it is planned to hold a Training Session later this year.
 7. **Visit Chichester:** A business representative from this area who is involved in tourism is required to join Visit Chichester.
 8. **Chichester Marina:** The marina will be closing for three months in the New Year to carry out essential work on the lock gates.
8. **AOB**
1. **The Social Club/Café area:** This item is back with the BVHT rather than the WP from now on. Marie is not present so no information available tonight. **Action: Marie (MG).**
9. **Date of Next Meeting**

The next **Trustee Meeting** will be held at **19:00** on **Monday, 27th January 2020**.

There being no further business, the meeting closed at 20:01 hrs.