

Dated: Monday, 7th March 2022

The meeting commenced at 18:55

1. Present

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

2. Apologies Received

Gordon Churchill (GC).

3. Previous Minutes

The AGM Minutes of the 6th September 2021 had been previously circulated. They were agreed as accurate and adopted. **Proposer: Alan Drew (AD), Seconder: Barry Richardson (BR).**

The Trustee Meeting Minutes of the 6th September 2021 had been previously circulated. They were agreed as accurate and adopted. **Proposer: Barry Richardson (BR), Seconder: Betty Geary (BG).**

4. Chairman's Report

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

- a) **Current:** Alan reported that during the last few months there had been issues for Alan and his family which had impacted on the Chairmans ability to devote as much time to the position as he felt was warranted. The problems lining up for the future will be exacerbated by the imminent departure of Barry (BR). Alan (AD) stated that Barrys' efforts in the Treasurer position had set the Trust onto a stable financial footing and accomplished much to ensure that the fabric of the building was brought up to an acceptable standard. Barry was thanked by Alan (AD) and by all the Trustees in attendance.
- b) **Future:** The efforts to recruit further Trustees had not been successful. Alan stated that even with the depletion of the Trustees he was still not happy to give the control of the Trust over to a management company. It was then suggested, and accepted by the Trustees, that the Trust would carry on with the four current Trustees having two Trustee Meetings and one AGM each year for as long as possible. Timothy Firmston, Parish Council chairman, is to be approached to request that the Parish Council appoint further trustees from the four they are allowed to support the management of the Hall. **Action: Alan (AD).**

5. Treasurer's Report

The Treasurer, Barry Richardson (BR) presented the accounts as of 28th February 2022.

a. Bank Accounts: Balances as of 31 st August 2021:		
i. CAF Cash Account:		£ 8,604.79
ii. CAF Gold Account:		£ 107.92
iii. CCLA/COIF:	295.21 Income Units	£ 6,071.41
	7.70 Accumulation Units	£ 1,783.50

Revenue: has increased over the last six months as classes re-started and we have been very fortunate in the number of classes that use the Hall on a weekly basis. However, bookings on Saturdays and Sundays are still very few, and I am concerned about the effect that this will have on revenue in the longer term if these bookings do not start to increase.

The Samantha Jane Dance Company: who use the hall on a weekly basis for training, are apparently training World Class dancers; a quote from her email: we have been selected for the 2nd year to compete at the dance World Cup in Spain and are trying for our 3rd Gold medal this summer! So Birdham village hall is officially a training venue for world champions!

I have asked Samantha Watson if she could provide some text that we can include on the Web Site.

Covid Grants: I applied for a further Covid Grant from CDC, and we were successful in receiving a further £2,667.00

CAF Gold Account: The interest received for this account is minimal, and so the majority of the balance has been transferred to the Cash Account. I would suggest that the account is kept for the time being.

CCLA/COIF: Income Units: Interest of £163.60 has been received. The interest received has reduced as we have had to sell Income & Accumulation Units to pay for the work on the Hall and the car park.

Signatories: for Bank Accounts and CCLA/COIF Accounts. I have contacted CAF Bank for the forms required to change the signatories on the bank account. I then contacted the trustees about becoming signatories but have not received any response. I will remove my details as a signatory with effect from the 31st March 2022.

CPL Bookkeeping: Following this meeting I will be arranging to hand over to CPL Bookkeeping the role of 'bookkeeper', together with the associated paperwork.

Annual Audit & Accounts: I will be taking the Cash Book and documents to Watling & Hirst w/b 7th March 2022 so that the 2021 Audit and Accounts can be completed before the 31st March 2022

Building Survey/Condition Report: Ede's Building have completed the remedial work, together with additional items that were identified. The final cost was £10,359.74. There is an outstanding issue regarding damp under the windows; I have contacted Richard Meynell to request timescales for when this will be completed.

Ede's quote for the drainage and re-surfacing work required to improve the drainage of the north end of the car park was accepted. This work was carried out in October 2021 at a cost of £5,843.00, and I am pleased to inform you that the car park no longer suffers with very large puddles forming during heavy rain.

A quote of £6,195.00 has been received from Ede's for the construction of a ramp into the old Social Club room.

Electrical: The outstanding issue regarding a Surge Protection Device, SPD, still needs to be scheduled once funds are available.

Electricity Supply – British Gas: A British Gas contractor, IM Services, made a second attempt to install Smart Meters on the 2nd February, but this attempt also failed due to the fact that we have 2 (two) meters installed. I will contact British Gas/IM Services to find out what the next steps are.

New Front Door: I contacted Robert Copeman Window Services regarding a replacement front door. A visit was arranged, we agreed on the type of door we required; unfortunately Robert Copeman has not supplied a quote for the work after a number of phone calls and emails. I have now contacted The Window Doctor and arranged a meeting (08:00 Tuesday 8th March) to discuss the requirement.

Gardening Services: SRC Garden Services provided a quote to keep the north end of the car park clear of leaves, twigs, grass cuttings, etc which was accepted. They have also carried out the twice yearly trimming of the shrubs etc.

SECAmb: The changes to the Sandal Room have been completed and the 'snagging' carried out and corrected. The cost for the building work was: £13,816.80 and for the associated Professional Services: £2,459.60.

Following the submission of a Planning Application regarding whether a 'Change of Use' is required for using the Sandal Room as an Ambulance Response Post, CDC have confirmed that this is not required. We now need to request a Certificate to confirm this.

Web Site: It was agreed that we should arrange for an external company to re-build and maintain the Village Hall Web Site. The company, Access By Design, who provide the Parish Council Web Site provided a quote of £1,380.00 which was agreed. The site has now been re-built, photographs have been provided by a local photographer, Ashleigh Black, and the site is now available for review. We should arrange for the site to be made 'live' as soon as possible. We are also awaiting photographs from the youth group and the dance classes so that these can be included in the site.

We should arrange for the site to be made 'live' as soon as possible. **Action: Barry (BR).**

6. Secretary's Report

Ian (ID) reported that the Charity Commission site has been updated for the AGM information for 2020-21. All the data was uploaded as required. The method for updating changes has been changed and this blocked two of the changes (7 & 8) from being implemented. We had to wait 5 months for the change 6 to be sorted to the point where the document copies could be uploaded. This was done for change 6 on the 5 March 2022. In view of this Ian has now put changes 7 & 8 into one document and informed the Charity Commission of these. The compound documentary evidence is ready to upload when the Charity Commission comes back in a few months. Ian will inform Alan (AD) when this has finally been achieved. This will be after Ian has officially left, but he wanted to finish this item. **Action: Ian (ID).**

7. Birdham Parish Council (BPC)

Gordon Churchill (GC) was not present to give the report from the last Parish Council meeting so Barry (BR) presented what was known.

1. The Parish Council have asked if they can use the Village Hall as their address. This has been agreed, and they will be installing their own post box which will be suitably labelled.
2. Following an issue with a contractor not being able to gain access to the field to remove the 'Ball Wall', the Parish Council have requested their own keys to allow access to the field. The Trustees need to discuss whether they want to do this.
3. The Parish Council have apparently agreed that a trainer can hold 'Boot Camp Training Sessions' on the Village Field. Unfortunately, they have not considered the issue of where the people attending these sessions will park. I have written to the Parish Clerk expressing my concerns, asking them to tell the trainer not to start any training, and requesting a meeting between the Council and the Trustees to discuss the implications.
4. The Parish Council are also considering installing allotments on the south side (Farne Lane) of the field, which raised the same issue regarding parking.

8. AOB

- a) **Bank Account:** The CAF Bank accounts may have been set up with Charities in mind, but they are not helping the Trust very much as we pay £8.00/month and £0.50/cheque. We should investigate our options as there must be other banks in the market who will give us a better deal particularly as HSBC Chichester branch no longer accepts cash & cheques and the bookkeepers will have to go to Bognor Regis to pay these in. **Action: Trustees.**
- b) The Village Hall and car park remedial actions have all been carried out successfully. There is still a requirement for wheelchair access through the ex-Social Club door. **Action: Trustees.**
- c) **Defibrillator:** Barry mentioned that the defibrillator is installed and maintained by a Charity, Wittering & District First Responders. He suggested that the Trust should give a donation of £100.00/year. This was agreed unanimously. The Parish Council are also aware and it may be possible to make a joint donation. **Action: Alan (AD).**
- d) **Electric Car Charging Points:** Barry has seen some literature that suggests that Electric Car charging points could be installed and the Hall would be able to generate revenue from this. It is considered that we should start by investigating installation of two charging points and if that works then expand by two bays at a time. AiRS are involved in supplying information to other Village Halls. **Action: Trustees.**
- e) **Solar Panels:** Barry also suggested that the Trustees should investigate solar panels for the roof and grants may be available for this. **Action: Trustees.**
- f) Barry Richardson will contact the Parish Council Clerk and inform her that the Trustees have decided that they will not provide gate keys to Parish Councillors. The need to keep track of who has what keys and insurance implications were noted. **Action: Barry (BR).**
- g) **Front door replacement.** A new quote is being sought from The Window Dr. Once the door is replaced a Key Register will be produced and all keyholders will have to sign for the keys that they are holding. **Action: Alan (AD).**
- h) **Fencing:** Has a plan been produced and agreed with the Parish Council regarding the fencing around the Village Hall and the Car Park indicating who is responsible for which sections? This is to be followed up. **Action: Alan (AD).**
- i) **Trustees:** Any news regarding recruiting new trustees following the distribution of the mailshot? AiRS are aware of the situation and are prepared to help. **Action: Alan (AD).**
- j) **Queen's Jubilee Celebration:** Is anything being planned by the Village Hall for these celebrations? Marie Geary may be interested in doing something. **Action: Trustees.**
- k) **SECamb.** The work in the Sandal Room has been completed and deemed satisfactory. The current delay appears to be from SECamb requesting an Asbestos Report. All the Trust records have been sorted and no such report has been found, and SECamb will be informed of this. Barry will carry on with the this long running SECamb project until the lease has been signed, to keep continuity. **Action: Barry (BR).**
- l) **Fire Risk Assessment Report:** This report was carried out as a requirement of the lease with SECamb. The assessment was carried out on the 12th January 2022 by Safe I.S Limited, and a report has been received and circulated. The issues raised are as follows:
- i) Portable Appliance Testing not carried out. A local company has been organised and it will be repeated on an annual/bi-annual basis. **Action: Barry (BR) & Gordon (GC).**
 - ii) Testing of Emergency Lighting. This should be carried out on a monthly basis and recorded in a Logbook. (A Fire Safety Logbook has been purchased.) However, we did not have the keys required for this testing; these have now been obtained from Lightning Fire. **Action: Gordon (GC).**

- iii) Testing of Call Points/Fire Alarms. The Fire Alarms should be tested on a weekly basis and recorded in a Logbook. (A Fire Safety Logbook has been purchased.) We did not have the keys required for this testing; these have now been obtained from Lightning Fire. **Action: Gordon (GC).**
- iv) Fire Action Notices. These signs should be displayed next to all manual call points/fire alarms. These signs have been obtained and affixed to the walls by the call points/fire alarms.
- v) Gordon Churchill has offered to become the Fire Officer and to carry out, and log, these regular tests on a weekly/monthly basis. He will also arrange the annual/bi-annual PAT Testing and a regular 'Fire Walk' to identify any issues. **Action: Gordon (GC).**
- m) **Fridge-Freezer:** The existing fridge-freezer stopped working in February for no apparent reason. After some investigation, and discussions with the trustees, it was agreed to purchase a Bosch fridge-freezer from AO.com at a cost of £433.00. This cost included delivery, removal of packaging and the old fridge-freezer and a £25.00 discount. This was delivered and installed on the 19th February 2022.
- n) **Fish and Chip Van:** The Fish and Chip Van that uses the car park every Thursday has asked to use a Village Hall socket for lighting the van as their generator has broken down. It would be sensible to install a lockable external socket rather than run an extension lead into the Hall via a window, we should be able to run a spur socket from the ex-Social Club. I will contact Lux Orbis for a quote. **Action: Barry (BR).**
- o) **Social Club* 'Cellar':** This room is no longer used by the Social Club, and Barry (BR) thought that it could be used as a Storeroom for the dance classes and the youth group, rather than using the room next to the Sandal Room. It will require a coat of paint and some shelves to be installed but this should be all. If you agree to this change, Barry (BR) will arrange a quote from a neighbour of Betty Geary's (BG). **Action: Barry (BR).**
*It is now time for the Trustees to rename for the ex-Social Club Room. **Action: Trustees.**
- p) **Instruction Leaflets:** Purely by chance Barry (BR) found a number of instruction leaflets etc 'hidden' in a cupboard in the kitchen, and it was not obvious that they were there. Can someone suggest where these leaflets/guides could be stored and be visible/clearly marked for all hirers/visitors to the Hall. **Action: Trustees.**

9) Date of Next Meeting

The next **AGM Meeting** will be held at **19:00** on **Monday, 5th September 2022.**

The next **Trustee Meeting** will be held at **19:30** on **Monday, 5th September 2022.**

There being no further business, the meeting closed at 20:11.