

COLTON VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the meeting of Thursday 25th November 2021

Members Present:

John Macmillan (JM) (Chairman and Secretary); Richard Monbiot (RM); Fiona O'Brien (FO'B) (Booking Officer); Nigel Parry (NP) (Parish Council rep).

1. Apologies

Guy Reynolds (GR) (Treasurer).

2. Conflicts of interest

None.

3. Minutes of previous meetings and matters arising

The minutes of the meetings of the 30th September and 25th October were approved as a true record. There were no matters arising that were not agenda items.

4. Treasurer's report

GR had sent a report by email. He confirmed that he had met with Alice Hadridge (**AH**) the previous treasurer who had given him an excellent handover. As a result, he no longer felt that there was a need for some accounting software, at least not for the time being. **AH** had passed on her accounts spreadsheet, the main statement section of which had been circulated to trustees, which was up to date as at November 5th. The process of adding him to the bank mandate was not yet complete so he currently did not have access to the bank account. **JM** reported that at the date of the meeting the current account held £48,999.97 which was very satisfactory given that the annual insurance premium of £1231 had been paid in October. A further £10,350 was held in two reserve accounts.

5. Booking officer's report

FO'B had circulated her report prior to the meeting for which she was thanked. She reported 15 new bookings since the September meeting with a total value of £2108. Occupancy of the hall over the last two months had increased 11% from the previous report period. Both actual bookings and visits by potential hirers were buoyant. **FO'B** was asked to provide the value of bookings so far this financial year to help trustees gain an impression of the likely year end figure [**Action F'OB**]. She reported that the History Society is to continue and will be meeting on the last Wednesday of each month. She now had access to the bank account and so was able to check whether balances had been paid without troubling the Treasurer. In answer to **NP**, she said that the absence of a dishwasher in the kitchen had not deterred any potential hirers. The sound system however was still a major problem. It was archaic and too complicated. We need a new digital system. **RM** reported that **GR** and Duncan Shortland had this in hand and were looking to replace it.

5. Carpark refurbishment

NP reported that he had had a quote to replace the lighting from McCann's of Nottingham of £9,400 plus VAT. However, all contractors were reporting great difficulty in sourcing parts and so the end price might be higher depending on current prices. He was having difficulty getting other contractors interested. He would provide temporary lighting from his own business. **RM** felt strongly that the resurfacing of the car park was the first priority and should not be postponed if the lighting work could not be completed at the same time. The other trustees disagreed and felt that replacing the lights was a higher priority although the situation was now much improved as the light over the main entrance was working again. If the lighting work could not be completed before the car park was resurfaced, at the very least the ducting must be in place. **NP** agreed to manage the whole car park refurbishment project and would get a full spec from McCann's. He would also liaise with Lichfield Tarmac over the date - currently 17th to 19th January - and whether any vehicle access would be possible during that period [**Action NP**]. **JM** asked **NP** to keep all trustees updated by email. It was agreed that because the planned work was due to take place before the next meeting all decisions would have to be taken by email voting. There was then a discussion about electric vehicle charging points which **NP** said did not need to be installed at the same time as the car park was resurfaced. **JM** said that because of the very large expenditure to be incurred in resurfacing the car park and replacing all the car park lights plus the cost of replacing the sound system, we could not afford an outright purchase of charging points at the predicted cost of £5,000. Leasing remained a possibility but we needed a business case as it was unclear how much business the charging points might generate. **NP** was asked to continue to investigate the cost of leasing charging points and to prepare a business case for the project [**Action NP**].

7. Christmas Fair

JM reported that we had sold the agreed maximum of 18 tables plus a table for both the Produce Guild and History Society. It was therefore going to be a tight squeeze. It was agreed that even though there would be no Santa's Grotto this year, stall holders would not want to be in the Bellamour Room. All trustees plus Peter Knowles would help to set out tables at 08.30 on Sunday morning. **JM** would look after car parking: **NP** and his wife Hilary would take care of the door and sell raffle tickets. **FO'B** had the raffle prizes: **JM** would organise floats for the kitchen and the door. Apart from ensuring hand sanitizer was available at the entrance to the VH, it was not thought that any special Covid precautions were required.

8. Playground

JM reported that Geoff Hunt, a village resident and a qualified engineer, had kindly agreed to take on responsibility for the monthly playground inspections. Schoolscapes, which had installed the playground, had gone into liquidation during the pandemic and only the trading name had been acquired by its successor company although quite a few of the same people worked for it. The warranties given by Schoolscapes were therefore now worthless. The successor

company had offered to send us a selection of bits and pieces to enable us to replace such things as bolt caps but so far they hadn't arrived. Peter Knowles had an extensive shopping list of items required to complete the repairs recommended by the annual inspection and he and Peter Magee had agreed to work through all of the items identified. It was now a requirement of our insurance that the repairs identified in the annual report were all carried out even though all were said to be either very low risk or low risk. The inspector had been consulted about the problem of the grass growing through the softpour but his suggestion of uprooting the grass and then replacing the softpour seemed unachievable as we had no access to the material.

9. WiFi update

GR reported that the broadband had been installed and the wireless router is in the Bellamour Room. He had drilled a hole through to the main hall to allow him to extend the wireless network there to give an excellent signal to anyone using the hall. It will be mounted high on the wall to ensure no one can reach it. The work will all be complete in the next two days. The whole system will be made as secure as possible.

10. Website update

FO'B reported that all old links had been removed and the website was fully up to date.

11. A.O.B

It was agreed that it would not be prudent to take out a 4 year gas contract at the prices being offered and instead we should take out the one year direct debit contract with edf subject to checking whether a green energy alternative was available at a reasonable price **[Action JM]**.

12. Date of next meeting

Thursday 28th January at 7.30 pm. **NP** gave his apologies in advance as he would be unable to attend.

Signed as a true record

Dated