



## Minutes of a Meeting of Bramley Village Hall Management Committee Held on Thursday 28th July 2022, starting at 9:45am

### PARTICIPANTS

Mr A Coleman (TC), Mr D Lordan (DL), Mr B Stern (BS), Mrs K Victor (KV).  
Apologies received from A Burrows and D Ersser.

### 1. **Approval of minutes of meeting of 18th February 2022**

- a. Minutes of the meeting of 18th February 2022 were reviewed and agreed by the committee.

### 2. **Status of bookings**

- a. DL reported that there have been some recent cancellations of bookings due to the recent very hot weather. The number of future bookings has also slowed. DL believes this may be due to the cost of living crisis.

DL circulated a list of confirmed bookings from regular hirers from July to September and estimated that there would be around 13 other bookings for one-off events.

The committee agreed that it is appropriate to keep the budget income at £20,000 for the financial year.

### 3. **Financial report**

#### a. 2022/23 budget

KV circulated a revised draft budget which was reviewed by the committee.

A total of £11,000 has been budgeted for Major Projects - £8,000 for electrical rewiring of the hall and £3,000 for a new boiler. The committee agreed to apply for external grants (e.g. Platinum Jubilee fund for village halls) for the rewiring and boiler.

It was agreed to budget £1,728 to test the current electrical circuits in the Village Hall (quote already received by DE).

DE to arrange for electrical testing to be carried out.

BS suggested that the budget figures for gas and electricity should be increased and the cost of these utilities is highly likely to increase over the coming months.

KV to action.

#### b. Review of accounts to date against budget

KV circulated a report showing receipts and payments to date against the budget. The committee noted that there is no projected figure included for the cleaner's wages. KV to amend, as well as updating the projected figures based on the discussion in agenda item 3(a).

KV reported that the report circulated does not include the reimbursements due to the Parish Council. Details of Village Hall related receipts and payments to/from the Parish Council bank account between February and July was circulated by KV, showing a reimbursement of £675.40 due to the PC. This reimbursement was agreed by the committee. KV to action.

#### c. Receipts & Payments report

KV circulated a report showing payments of £8,653.72 and receipts of £10,459.00 between 16th February and 21st July 2022. This was noted by the committee.

### ACTION

DE

KV

KV

KV



<p>KV reported that no payments for hire of the village hall are being made by card. The hire of the Worldpay card reader costs £20 per month. Committee asked KV to cancel the contract and investigate other card payment alternatives that do not have a monthly hire charge. These alternatives are likely to incur a higher fee per payment but will save cost in the long term.</p>	KV
<p>d. Grant requests  A request for a grant of £1,677.60 to finance the required repairs to the Infant School clock was received from the Parish Council.  The committee agreed to defer a decision on this grant application. KV to investigate possible other sources of funding (ACRE?). Alternatively the repairs could be delayed until the next scheduled service of the clock in March/April 2023 as this would incur no additional travel costs  TC stressed that the objective for the Village Hall management committee over the next few years is to build up reserves for future major expenses. Care needs to be taken when considering applications for grants from community groups. This was agreed by the committee.</p>	KV
<p>4. <b>Maintenance matters</b></p>	
<p>a. Fire safety inspection  KV reported that the fire safety inspection had recently been carried out. No issues were reported.</p>	
<p>b. Electrical inspection / rewiring the hall  This matter was discussed under agenda item 3(a).</p>	
<p>c. Weed clearance  DL reported that the weeds around the village hall had been cleared to a satisfactory level. DL requested that the grounds maintenance contractor ensures that any weeds that are removed are thoroughly swept up and disposed of.  KV/DE to review and action.</p>	KV/DE
<p>d. Routine items  KV reported that the wood around the boarded window on the stone barn needs repairing. KV/DE to obtain a quote.</p>	KV/DE
<p>5. <b>Village Hall cleaning</b></p>	
<p>a. The committee has been aware for some time of the issues of quality of cleaning being undertaken by Jakub Bogusz. DE had obtained the details of an alternative cleaner (Ordalia) who came to clean the hall in mid July, whilst Jakub was on holiday. KV &amp; DE reviewed the work done by the alternative cleaner and agreed that it was to a much higher standard.</p>	
<p>Ordalia charges £15 per hour and would be able to clean the hall with her team early morning, prior to any bookings arriving. Jakub currently charges £16 per hour and had requested an increase in his hourly rate in April.</p>	
<p>The committee asked KV to terminate the contract with Jakub and give him 1 months' notice from 1st August. DE to arrange for Ordalia to commence cleaning the hall from 1st September 2022. Ordalia's first visit will be a deep clean of the entire hall, which will incur an additional charge. Agreed by members.</p>	KV DE
<p>KV was asked to agree a list with DL of specific areas to be cleaned in August, prior to Jakub's departure. This list should include cleaning the chairs and the chair &amp; table store cupboards.</p>	KV/DL
<p>There is a large screen in the chair cupboard. This will be moved out of the cupboard by KV.</p>	KV



6. **AOB**

- a. KV confirmed that the lease for the Stone Barn had been agreed by KV and Mr Rendtorff of Brambles Park for a term of 1 year from 1st July 2022.
  
- b. Platinum Jubilee Village Hall fund  
KV circulated details of a fund to be made available by Defra for village hall improvements. ACRE are hoping to be selected to administer the fund. More details will be available in due course. The committee agreed that once funding is available, an application should be made for the electrical rewiring and new boiler. KV to check ACRE website for other village hall grant opportunities.

KV

Signed: .....  
Mr Anthony Coleman

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Date